

OFFICIAL GAZETTE

GOVERNMENT OF GOA, DAMAN AND DIU

EXTRAORDINARY

GOVERNMENT OF GOA, DAMAN AND DIU

Law and Judiciary Department

Notification

LD/1786/75

In exercise of the powers conferred by Section 46 of the Goa, Daman and Diu Secondary and Higher Secondary Education Board Act, 1975 (Act 13 of 1975), the Administrator of Goa, Daman and Diu hereby makes the following rules namely: —

1. **Short title and Commencement:** — (1) These Rules may be called the Goa, Daman and Diu Secondary and Higher Secondary Education Rules, 1975.

2. They shall come into force at once. In these Rules, unless context otherwise requires: —

i) "Act" means the Goa, Daman and Diu Secondary and Higher Secondary Education Board Act, 1975.

ii) "Chairman" means the Chairman of the Goa, Daman and Diu Secondary and Higher Secondary Education Board established under the Act.

iii) "Director" means the Director of Education, Govt. of Goa, Daman and Diu.

iv) "Education Officer" means an officer of Govt. of Goa, Daman and Diu and entrusted with the responsibility of inspecting a Secondary or Higher Secondary School;

v) "School Year" means the academic year commencing from June every year;

vi) "A Secondary School" means a school recognised as such by the Board which provides a course in general education leading to the Secondary School Certificate (S.S.C.) Examination;

vii) "Higher Secondary School" means a Higher Secondary school recognised as such by the Board providing a course in general education leading to Higher Secondary School Certificate (H.S.S.C.) Examination;

viii) "Secretary" means the Secretary of the Goa, Daman and Diu Board of Secondary and Higher Secondary Education.

CHAPTER I

1. Syllabus

a) The syllabus for std. VIII to X to be followed by the Secondary Schools recognised by the Board shall be the same as were prescribed for corresponding standards by the Govt. of Goa, under the new ten years pattern, immediately before the appointed day.

b) The syllabus for Stds. XI and XII to be followed by the Higher Secondary Schools recognised by the Board will be the same as prescribed by Govt. of Goa, before the appointed day.

c) The syllabus for Secondary School Certificate Examination and that for Higher Secondary School Certificate Examination referred to above will be the syllabus for Standard X and XII respectively. However, while testing a candidate in the practical examination at the final examination on the basis of the syllabus for Std. X and Std. XII respectively the journals in Science and Technical subjects completed by him in standards IX-X and Stds. XI-XII respectively will be taken into consideration.

d) The syllabus referred to in clauses (a), (b) and (c) shall continue to be in force until duly repealed or amended by the Board with the sanction of the Government and any amendments or changes made therein from time to time shall be notified to the heads of the recognised Secondary and Higher Secondary Schools respectively at least six months before the commencement of the academic year from which such changes are to be effective.

Provided that the Board may in the interest of the candidates notify such amendments or changes any time during the school year, but not later than six months from the beginning of the academic year.

2. Procedures for sanction of text books

Note: The word "text-books" includes atlases and copy books.

(1) Authors or publishers desiring to submit books for consideration as text books for all standards of

a Secondary or Higher Secondary School will have to register their names with the Secretary of the Board. The fee for such registration shall be Rs. 100/- for each author or publishers for a period of three years.

(a) Books submitted by authors or publishers who have not registered their names as required under this rule will not be considered.

(b) Copies of circulars relating to the text-books issued by the Board will be supplied to the authors or publishers who have registered their names with the Board.

(2) Authors or publishers applying for sanction of their books as text-books shall submit separate applications for each book together with an undertaking in such form as may be laid down by the Board for each individual book, to the Secretary of the Board.

(3) Twelve printed copies of each book shall be submitted free of cost to the Secretary as the case may be, along with the application. These copies will not be returned.

(4) Books submitted for consideration shall indicate over the signature of the author and publisher on the cover or title page of all the twelve copies of each book such details as may be required by the Board. Books on which the requisite particulars are not indicated will not be considered.

(5) (i) In the event of the authors or publishers not being able to submit for scrutiny printed copies of the books as mentioned in clause (3) above, they may submit (free of cost) six cleaned typed copies of book together with at least one set of illustrations if any, to be inserted in the book.

(ii) In the event of any such book being considered suitable for sanction the author or publisher as the case may be, shall on receiving an intimation to that effect submit (free of cost) to the Secretary before the specified date, twelve printed copies of the book complete with all blocks, pictures, art plates, etc. and all the particulars as required under clause (4) above and a fresh scrutiny fee of Rs. 50/- for each book.

(6) Printed copies of a manuscript or typed copy shall be examined by a reviewer to check whether —

a) all suggested corrections and modifications have been properly carried out and all printed matter is in accordance with the manuscript or typed copy of the book and

b) the book is quite suitable for according sanction number and releasing for sale. It shall be certified accordingly.

(7) It shall always be competent for the Board to reject the printed copies of the book without assigning any reasons and the author or publisher shall not be entitled for any claim or compensation on this account.

(8) In case an author or publisher has already published a 'cram' book or guide or annotation book or any unauthorised book for use in schools, which is not required according to the syllabus, his book shall be considered for sanction and if already sanctioned, it shall be removed from the sanctioned list.

(9) An author of a book submitted for consideration should have obtained a University degree or

passed an equivalent examination in the subject concerned and worked as a teacher in that subject for atleast three years in a recognised Secondary and a Higher Secondary School, College or a recognised training Institute.

(10) A review fee of Rs. 300/- per each book shall be paid by the author or publisher simultaneously with the submission of a book to the Secretary.

(11) An additional fee of Rs. 100/- and Rs. 50/- per each book for checking the answers of all problems in a book of Mathematics and Science respectively shall be paid by the author or publisher to the Board after receiving the intimation about the approval of the book for sanction.

(12) Review fee once paid to the Board by the author or publisher shall not ordinarily be refunded. It shall however be competent for the Executive Council to determine by general or special order the circumstances in which the review fee may be refunded either in part or in full.

(13) (i) Each Board of Studies shall prepare a panel of reviewers composed of three times the number of reviewers needed in the respective subjects and submit it to the Secretary. The reviewers whose names are included in the panel shall be well qualified in the subject and the language of the books which they have to review. Particulars regarding their qualifications, teaching experience etc. will also be indicated in the panel;

(ii) The appointment of reviewers shall be made by the Chairman from the panels submitted by the respective Boards of studies;

(iii) No persons shall be appointed as a Reviewer, if —

a) he is a member of the Board;

b) he is a member of any Board of Studies;

c) he is an author or publisher of any book submitted for consideration as a text-book;

d) he is a person who has direct or indirect financial interest in the printing or publication of a book submitted for consideration.

(iv) It shall be competent for the Chairman to waive any of the above disqualifications except the disqualification mentioned at (a) above, in special circumstances, on the recommendation of the Board of Studies.

(14) (i) Each reviewer shall forward to the Secretary by such date as may be specified his report in an approved form regarding the review of the books assigned to him pointing out the merits and demerits of each book in detail and shall also express his definite opinion in respect of each book whether or not it is recommended for sanction subject to conditions, if any;

(ii) A reviewer shall not ordinarily be assigned more than six books for review during a year;

(iii) A reviewer will be paid the following fee per book reviewed by him, namely: —

a) Rs. 50/- for a book with 100 pages or less;

b) Rs. 60/- for a book with more than 100 pages; but less than 200;

c) Rs. 70/- for a book with more than 200 pages;

(iv) Each book will be reviewed accordingly by two reviewers provided that it shall always be com-

petent for the Executive Council to relax the requirement in respect of appointment of more reviewers in special circumstances.

(v) In regard to books of Mathematics and Science the answers of all problems in each of such books approved for sanction shall be arranged to be checked by a Reviewer (ordinarily the one by whom the original review of the book was made) and in case of errors, it will be incumbent for the author or publisher to provide an errata to the book concerned.

(vi) The reviewer will be paid additional fees of Rs. 60/- and Rs. 30/- for each book in Mathematics and Science respectively for checking up answers of all problems and preparing an errata in case of wrong answers.

(vii) A reviewer shall be paid Rs. 50/- for each book for examining the printed copies of a manuscript or typed book to check whether all corrections and modifications suggested have been properly and satisfactorily carried out, and also whether all the printed matter is in accordance with the manuscript or typed copy of the answer book and whether the suitability of the book for according sanction number and releasing it for sale can be certified and if so for furnishing such certificate.

(15) (i) The reports of the reviewers shall be considered by the respective Board of studies and their recommendations shall be placed before the Academic Council;

(ii) The Academic Council shall consider the recommendations of the Boards of studies and submit its observations thereon to the Executive Council which will in turn submit its recommendations to the Board;

(iii) The Board when satisfied after considering the recommendations of the Executive Council, that the printed copies of the book are suitable in all respect, may sanction it as a text-book;

(iv) In taking the decision for sanctioning any text-book or extending sanction for any such book or for revision of such book, the Board may inter-alia impose conditions as regard all or any of the following matters, namely:—

- a) Period of sanction;
- b) price;
- c) size, weight, quality of paper and printing standards;
- d) modification in the contents of the book;

(v) The decision of the Board in respect of the books referred to it, shall be communicated by the Secretary to the author or publisher concerned.

(16) Authors or publishers submitting books for consideration shall not be entitled to have either the copies of the reports of the reviewers or the recommendations or observations of the Committees of the Board thereon. The reason for rejecting the book shall not be communicated to them. Strict secrecy shall be maintained in respect of all matters relating to the appointment of reviewers and their reports, or the observations or recommendations of the various Committees or of any discussions in the meeting regarding the merits or demerits of the books.

(17) It shall always be competent for the Board, after calling upon the author or publisher to show cause as to why such action may not be taken to

remove from the sanctioned list any text-book in case any deterioration, serious defect or deficiency is notified later on it or in the event of any breach of undertaking given by the author or publisher. The decision of the Board in this respect shall be final.

(18) The text-books for all standards, including the final standard which were approved, sanctioned or prescribed by the competent authorities immediately before the appointed day, shall continue to be so approved, sanctioned or prescribed for the respective standards upto and inclusive of the academic year 1976-77 and for the final examination upon and inclusive of October, 1977.

(19) Where the Board has sanctioned a text-book for a specified period, it shall be competent for the Board to extend the period of sanction, from time to time, but not beyond the total period of more than three academic years, after broad scrutiny by the Board of studies or without any fresh review or scrutiny as it deems fit.

(20) No sanction of the Board will be necessary for use of any book as a supplementary reader for inclusion in teacher's or pupil's libraries or for giving such books as prizes to pupils.

5. Procedure of Recognition of Secondary and Higher Secondary Schools

Subject to the provision of Section 35 of the Act, the Recognition Committee while considering and making recommendations on all matters relating to grant or withdrawal of Recognition of Secondary and Higher Secondary schools shall follow the following procedure, namely:—

(1) All Secondary and Higher Secondary Schools in Goa, Daman and Diu shall apply for Recognition of the Board in Form I appended to these Rules and for recognition of additional subjects or media in Form II appended to these Rules. The said application shall set out in full details the following particulars and shall be submitted to the Secretary in triplicate.

i) The name of the secondary or a higher secondary school.

ii) The name of the managing body, Secretary or correspondent along with a true copy, of the resolution of the managing body in that respect.

iii) A copy of the constitution of the foundation of the society;

iv) Whether the school has been administratively recognised by the Education Department and if so, the standards for which it has been permitted to make provisions and the academic year in which it proposes to establish or has established the several standards;

v) The qualifications, experience, scales of pay, terms and conditions of service of the teaching staff;

vi) The final examination or examinations for which it desires recognition;

vii) The subjects or streams of instructions for which the institutions undertakes to make provisions;

viii) The medium or media through which it proposes to impart instructions;

ix) The accommodation provided in class-room and number of pupils in each standard and division;

x) The provision made for health, recreation and discipline of pupils;

xi) The financial position of the school and the sources and the amount of annual income;

xii) The rates of fees charged and the provision, if any, for grant of educational concessions to poor pupils;

xiii) A copy of the certificate or registration of the society or Trust if the school is run by a Society or Trust.

Note:— A separate application be made by the institution in respect of a higher Secondary Section.

(2) On receipt of this application, the Secretary of the Board shall forthwith forward two copies thereof in the case of a Secondary school, to the Director of Education and to a Committee of two members of the Academic Council appointed by the Recognition Committee in case of a Higher Secondary School, for inspection report and recommendation indicating the date on or before which the inspection report and the recommendations of the Director of Education or the Committee, as the case may be shall be placed before the Recognition Committee by the Secretary.

(3) It will be stated in the recommendations whether and in what subjects or streams, on what condition and for what period the recognition should be granted.

(4) Any other information which the Recognition Committee may call for in connection with the application, shall be promptly supplied by the school through the Director of Education.

(5) No Secondary or Higher Secondary School which is not recognised by the Board shall be permitted to present candidates for the concerned final examination conducted by the Board.

(6) No school leading only upto S. S. C. class be recognised or continued to be recognised as such by the Board unless it fulfils the following requirements namely:—

i) The standards V, VI and VII attached to the Secondary school, if any, continue to be recognised by the Director of Education under schools code.

ii) The management is competent and reliable and is in the hands of a properly constituted authority or managing body and its financial stability is assured.

iii) The school shall be open for inspection to the inspecting officers of the Directorate of Education and to a person or persons authorised by the Board;

iv) Adequate and suitable buildings, furniture, equipment, etc. and suitable qualified teaching staff for the instruction and recreation of the pupils shall be provided by each secondary school in accordance with the requirements laid down under the clause of this Rule;

v) The education imparted in the school is, in the opinion of the Board, satisfactory in all respects, and the school does not employ any member notified as unsuitable for employment by the Director of Education;

vi) The school follows the curricula and the detailed syllabuses approved by the Board for a Secondary and Higher secondary school and uses text-books sanctioned or prescribed by the Board, from time to time;

vii) Admissions made in the various standards are according to the rules and instructions of the Education Department;

viii) Promotions made from standard to standard are in accordance with the principles laid down by the Education Department;

ix) The rate of fees, the pay-scales, allowances and amenities provided are according to the instructions issued by the Education Department from time to time;

x) The records, statistical returns and certificates given by the school or the management are trustworthy;

xi) The school undertakes to make provision to the satisfaction of the Education Department, that the general rules of discipline as laid down by the Department, from time to time are duly observed by the school employee as well as by the pupils;

xii) The management undertakes not to conduct unrecognised schools, standards or classes in the premises of the school or elsewhere;

xiii) The school shall not prepare and send up the same candidates for any other Examination of the same nature and of similar or higher standard as the final examination conducted by the Board;

xiv) The school shall not refuse admission merely on the ground that a pupil belongs to a particular community, caste or religion;

xv) The school shall comply with the provisions of the Schools Code of the Government in so far as they are not inconsistent with the provisions of the Act and Rules.

(7) (i) If satisfied that the school is deserving of recognition the recommendations of the Recognition Committee will be considered by the Board through Executive Council and the latter shall direct the Secretary to enter its name upon the list of the recognised Secondary and Higher Secondary schools as the case may be, to be maintained by him and the Secretary shall inform the school, under intimation to the Director of Education in which subjects, on what condition, for what period and for what final examination it has been recognised;

(ii) If, in any case the recommendations as to granting or not granting recognition to a school is not accepted by the Executive Council, the reasons therefor shall be recorded and communicated to the Director of Education and also to the management of the School.

(8) If a school desires to add to the subjects or media of instruction in respect of which recognition has been granted, the procedure specified by the foregoing clauses of this Rule, shall, as far as it may be possible, be followed. The form of application for this purpose shall be Form II appended to these Rules.

(9) The Director of Education shall forward to the Secretary copies of all communications from a recognised School, intimating changes in managements and in the number, qualifications and the sala-

ries of the teaching staff, the result of which, in his opinion, affects the fitness of the school for continued recognition by the Board.

(10) (i) If the Director of Education is of the opinion that any school recognised by the Board, has for any reason ceased to meet the requirements of the Board, he shall make a report of the same to the Board. The recognition Committee of the Board shall consider such report and submit its recommendations to the Executive Council;

(ii) If the Executive Council after taking into consideration the report of the Director of Education and the recommendations of the Recognition Committee, referred to in (i) above decides that any action against the school is necessary, it shall call upon the school to show cause why such action may not be taken. The school shall thereupon submit its representation, if any, to the Board, within such period as may be fixed by the Executive Council. The Executive Council shall have the power to extend the period so fixed;

(iii) If, however, the Executive Council decides not to take any action on the report of the Director of Education, the reasons therefor shall be recorded and intimated to him;

(iv) If, after considering the representation received from the school, the Executive Council is satisfied that the school is no longer fit for continuation of its recognition it shall submit its recommendations in this behalf to the Board and the Board after due consideration at its next meeting shall, if satisfied, direct the Secretary.

(a) to strike the name of the school off the list of recognised Secondary or Higher Secondary Schools and inform the management of that school accordingly, under intimation to the Director of Education;

OR

(b) to issue a warning to the management that unless within a period fixed by it, the school removes the defect or defects to which attention has been called, it will be struck off the list of recognised Secondary or Higher Secondary Schools or that its recognition will be withdrawn in respect of one or more optional subjects or streams or media of instruction. The Board shall have the power to extend, from time to time the period so fixed.

(v) If, within the period fixed by the Board, or within such further time as may be allowed by it, the school fails to satisfy the Board that it is conforming to its requirements, the Board shall direct the Secretary to strike the name of the school off the list or withdrawn recognition in respect of one or more optional subjects or streams or media of instruction; provided that before taking such action, the Board shall call upon the school to show cause why such action may not be taken;

(vi) The Board may, at a subsequent date after receipt of a further report from the Director of Education and the recommendations of the Recognition Committee and the Executive Council thereon, reinstate a Secondary School or a Higher Secondary School on the concerned list of recognised Secondary Schools, whose recognition was withdrawn in respect of one or more optional subjects or streams or media and restore it to the privilege of preparing

candidates in such optional subjects or streams or through such media of instruction, subject to such conditions and instructions as may be deemed necessary.

(11) (a) The following are the standard requirements of buildings teaching staff and equipment of a Secondary or a Higher Secondary School. Where these requirements cannot be complied with the authorities submitting the application for recognition by a Board should explain in full details the special circumstances, reasons or local conditions owing to which such deficiency may be condoned.

(i) The premises should be sufficiently healthy well-lighted and ventilated, with a due provision for the safety of the pupils and with separate, satisfactory and adequate sanitary arrangements for girls in the case of a boy's school in which girls are admitted;

(ii) The rooms in which classes are held should provide required accommodation for all the pupils actually admitted in each class at the rate of not less than 0.74 sq.m. per pupil on the roll;

(iii) Admission to a division of a standard should be limited to the number of pupils for which there is accommodation in the class room, subject to a maximum limit of 40 in the case of Secondary Schools and 60 in the case of a Higher Secondary Schools provided that Director of Education may allow at his discretion admission upto 5 pupils in excess of the maximum limit laid down if;

a) there is adequate accommodation and equipment for extra pupils and;

b) the relaxation is absolutely necessary; or

c) the school is not in a position to open additional divisions and

Provided that the Head Master of a recognised school may with the permission of the Director of Education admit to the top Std. X, XI and XII not more than 10 pupils who may be freshers if repeaters are not forthcoming.

(iv) (a) Every Secondary and Higher Secondary School should as far as practicable provide a playground within a reasonable distance from the school at the rate of about 0.4 hectare of land for every 250 pupils.

b) Adequate and suitable furniture, equipment, appliances, library, etc. for instruction and recreation of the pupils attending the school, should be provided.

c) (i) In a Secondary and Higher Secondary School where Science, Technical or vocational subjects are taught, well equipped work-shop or laboratories with adequate equipment for practical work should be provided according to the prescriptions of the Department of Education and the number of pupils assigned to a single teacher for practical work at any one time should not exceed the sanctioned strength of one division.

(ii) The teaching staff of the school should be adequate and well qualified according to the prescription of the Department of Education having regard to the size of the school, the alternative course provided and the optional subjects taught therein. Trained teachers possessing a

degree of any other equivalent qualification in the respective subjects which they teach, should be provided for the secondary school standards,

(iii) The Executive Council may relax any of the above requirements in special circumstances or conditions of individual Secondary or Higher Secondary Schools on the merit of each case.

(12) (i) The head of a Secondary or a Higher Secondary School should act as a correspondent with the Education Department and the Board so far as educational and administrative matters are concerned and it should be the duty of the head to keep the managing body of the school in touch with the correspondence of the Board. The name and address of the head should be registered in the office of the Board and the Director of Education. However, for attending to financial matters, the management may, if it so desires, appoint a person other than the head but who is a member of the school committee as the correspondent whose name and address should also be registered with the office of the Board and the Director of Education.

(ii) In case of a change in the head or the correspondent for financial matters, the name and address of the respective new incumbent shall be immediately reported by the management to the Board and the Director of Education.

(13) When recognition is refused to a school, which has applied for recognition for the first time or the Board has decided not to continue its recognition of a school after the lapse of the period for which it was granted, the decision of refusal or discontinuance of recognition shall be communicated, stating the reasons therefor to the correspondent of the school concerned before the commencement of the academic year in which the school is to admit pupils to the final standards (X) or (XII) for being sent up for the respective final examination conducted by the Board.

(14) (i) When the management of a Secondary or a Higher Secondary School is proposed to be changed, previous permission of the Board shall be obtained for the proposed change.

(ii) The transfer of a Secondary or a Higher Secondary School from one management to another shall be governed by the following rules:—

(a) Six months previous notice of the intended transfer shall be given to the Board.

(b) The transfer should not be effected without the previous permission of the Board;

(c) The Board may at its discretion dispose with the provision made in (a) above but where the condition laid down in (b) above is not complied with, the recognition of the school shall be deemed to have been withdrawn automatically from the date of change. In very special case, however, the Board may at its discretion waive the condition laid down in (b) above.

6. Schools eligible to send up candidates for examination

(1) A recognised Secondary or a Higher Secondary School shall be eligible to send up candidates for the final examination for which such recognition has been granted to it by the Board subject to such conditions as may be specified from time to time by the Board.

(2) A recognised Secondary or a Higher Secondary School —

(i) Shall supply to the Board on or before the dates as may be fixed by the Board such returns and information as may be required;

(ii) Shall maintain such registers and records as may be required by the Board from time to time;

(iii) Shall afford all facilities and co-operation for the conduct of the final examination held by the Board;

(iv) Shall carry out and observe such instructions as may be issued by the Board from time to time.

(3) The Board shall supply to all Schools, recognised by them one copy each of the Rules and the syllabus with amendments one copy each of the bound sets of question papers with which the school is primarily concerned and a printed copy of results of the final examination as and when published.

(4) For the supply of the publications mentioned in clause (3) above the Board shall charge a fee of Rs. 25/- in addition to registration fee as prescribed under Rule 23. The schools concerned shall pay the fee so charged to the Board annually, when called upon to do so by the Secretary and in any case not later than 31st July of each year.

7. Other Powers, duties and functions of the Chairman

Subject to the provisions of the Act and the Rules the Chairman shall also perform the following duties and functions and exercise the following powers namely:—

(i) To sanction for payment, travelling allowance bills of the members of the Board and its committees, Boards of Studies and the Gazetted Officers in the Board's Office;

(ii) Subject to the budget provisions sanctioned under Sub-Section (5) of the Section 39 of the Act, to sanction the purchase or hire of stores, forms stationery, furniture or other equipment required for the office of the Board, or to enter into a contract for the purposes of the Act if the cost of each purchase or hire or the expenditure involved in a contract exceeds Rs. 100/- but does not exceed Rs. 500/-

(iii) to write off irrecoverable sums due in respect of stores, priced publications and unserviceable articles of dead stock etc. provided that the amount of dues in each case does not exceed Rs. 100/-.

(iv) (a) to grant leave, other than special disability leave to the Secretary, and the joint and Assistant Secretaries of the Board;

(b) To grant leave including special disability leave to Non-Gazetted Officers and to staff working in the Board's Office.

(v) to appoint, promote, transfer, censure, fine or reduce any employee of the Board or withhold for a specified period an increment in salary due to him and in case of gross negligence, misconduct or inefficiency to hold or order the holding, by a competent officer an inquiry against any employee of the Board and to retire, remove or dismiss him from service, subject to the provisions of sub-section (1) of

Section 41 of the Act and the Rules made thereunder.

(vi) to call for reports, returns and other information from the Director of Education and other officers of the Education Department as may be directed by the Board or its committees.

(vii) to decide doubtful cases of admission of candidates to the final examinations submitted by the Secretary.

(viii) to order the conduct of the final examination namely S. S. C. Examination twice a year in the months of March and October and H. S. S. C. Examination once in a year in the month of March or April in conformity with the Rules made therefor and to fix dates for holding the same.

8. Other Powers, Duties and Functions of the Secretary

Subject to the provisions of the Act and the Rules and under overall control of the Chairman, the Secretary shall also perform the following duties and functions.

(i) As the custodian of the common seal, building, records, library and such other properties, movable and immovable vesting in, held by or under the control of the Board to arrange for the maintenance of a proper inventory and ensure proper care and up-keep of the same;

(ii) to report to the Director of Accounts, Panaji, every case of loss of the Board's property of a value exceeding Rs. 200/-;

(iii) to conduct all correspondence of the Board under the authority of the chairman;

(iv) to function as Treasurer of the Board and to receive all fees and other dues payable to the Board and all sums intended for the Board and to credit all such moneys without delay, to the Board's appropriate accounts in the Bank and to keep proper accounts of all sums received by him in his capacity as Secretary and of expenditure of all moneys of the Board for which such moneys have been granted or allotted;

(v) to arrange for preparation and submission of the annual, revised or supplementary budget estimates of the income and expenditure of the Board and the annual accounts of receipts and expenditure of the Board, in accordance with the provisions of the Act and the Rules.

(vi) to arrange for the preparation, printing and publications of the annual report of the Board;

(vii) to supervise the Board's library and forward to convenors of the Boards of Studies books received from the Department or from the authors or publishers and at the request of the convenors, circulate the same among the members of the Boards of studies;

(viii) to issue prospectus or circulars, notices, etc. relating to curriculum and text books prescribed or sanctioned for the Examinations held under the authority of the Board.

2) The Secretary shall exercise the following power namely:—

i) to sign pay bills of the employees of the Board, working in his office and to pass for pay-

ment all travelling allowance bills, other than those of the members of the Board, its Committees and Gazetted Officers of the Board working in the Board's office;

ii) to grant leave other than special disability leave to the class IV servants of the Board working in Board's office and to appoint substitutes in their place;

iii) subject to the budget provision sanctioned under sub-section (5) of section 39 of the Act to sanction the purchase or hire of stores, forms stationery furniture and other equipment required for the Board's office or to enter into contract for the purpose of the Act, if the cost of each such purchase or hire or the expenditure involved in a contract does not exceed Rs. 100/-;

iv) to supply on request, free of charge, priced publications of the Board for official use, to Government and semi-Government bodies and to Universities or educational or public bodies and to eminent visitors to the Board's office;

v) to supervise control and co-ordinate the work of his subordinate officers and staff in the Board's office;

vi) to determine and assign the duties to be performed and powers to be exercised by the Joint Secretary and the Assistant Secretary in the Board's office, under general or special orders of the Chairman;

vii) to make all necessary arrangements for the conduct of final examinations to be held by the Board, in accordance with the directions of the Executive Council, Examination Committee and the Chairman;

viii) to arrange for the tabulation of the marks in various subjects and the preparation of result sheets of the final examinations conducted by the Board;

ix) to issue on behalf of the Board, certificates (in the form prescribed by the Board) of having passed the Board's Examinations, to successful candidates;

x) to furnish the Education Department, annually, with a list of schools recognised by the Board, specifying the period and subject or subjects in which recognition has been granted;

xi) to decide cases of admission of candidates to the final Examinations conducted by the Board;

xii) to submit to the Chairman doubtful cases of admission to the candidates to the final examination for decision;

9. Designated Area

For the purposes of sub-clauses (v) and (vi) under the heading "Elected Members" sub-section 1 of the section 12 of the Act, the following are declared to be designated area.

- 1) Pernem, Sattari and Bicholim
- 2) Bardez
- 3) Tiswadi and Mormugao
- 4) Ponda and Sanguem
- 5) Salcete
- 6) Quepem and Canacona.

10. Preparation of annual budget estimates

1. The financial year of the Board shall begin from the 1st of August.
2. The Board shall prepare before the 15th of June every year the annual budget estimates of its income and expenditure for the next financial year in the form to be prescribed by the Board.
3. The revised and supplementary budget estimates of the Board shall be prepared in such manner and before such dates as the Board may lay down.
4. The Board shall prepare annual accounts of its receipts and expenditure in such manner and before such date as may be laid down by the Board.

11. Safe custody of Finances, etc.

1. All income of the Board from any source whatsoever, including income of fees, royalties, etc. will be credited into the Board's Fund established under Section 37 of the Act.
2. The Board's Fund shall at the discretion of the Executive Council be kept in any scheduled Bank as defined in the Reserve Bank of India Act 1934 (Central Act 2 of 1934) and shall comprise of
 - 1) Cash in Bank and
 - 2) Cash in hand by way of small imprest amount with the Secretary; such imprest shall not exceed the limit to be decided by the Board.
 - 3) The Board's fund shall be operated in the joint names of the Chairman and the Secretary of the Board and all the payment due to the Board except contingent charges, will be paid by a cheque or letter of authority signed jointly by the Chairman, and the Secretary of the Board.
 - 4) The Secretary of the Board, under overall supervision of the Chairman, (a) will be responsible for exercising day to day check on finances by signing cash book and other usual financial registers; (b) as the custodian of the Common Seal, building records, libraries and such other properties movable and immovable vesting in, held by or under the control of the Board to arrange for the maintenance of a proper inventory and ensure proper care and up-keep of the same (c) to report to the Govt. every case of loss of the Boards' property of a value exceeding Rs. 200/-.

CHAPTER II

12. Examinations

The Board shall conduct or cause it to be conducted in the areas of its jurisdiction S.S.C. Examination twice every year, in the month of March and Oct. and H.S.S.C. Examination in March provided that it shall be competent for the Board to conduct a special examination at any time in an emergency. The Board shall conduct such other examinations as the Board may, by Rule, prescribe from time to time.

13. Centres and dates of Examination

- 1) The final examination (S.S.C. Exam.) shall be held twice a year (Oct. and March) and H.S.S.C.

Exam. once in a year March/April at such centres as may be fixed by the Board from time to time. The centres so fixed and the common date of commencement of each Examination shall be intimated by the Board to the heads of all Secondary Schools or Higher Secondary Schools as the case may be, ordinarily prior to first July for October examination and 1st of December of the preceding year for the Examination to be held in March/April provided that it shall be competent for the Board to conduct a special Examination at any time in an emergency.

- 2) The candidate will ordinarily select the centre nearest to his school for the examination. However, it shall be competent for the Chairman to direct the candidate to appear for his oral and/or practical examination at any other nearby centre at the candidate's own cost and the Chairman's decision in this behalf shall be final.

14. Mode of Examination

- 1) Candidates shall be examined by means of:—
 - i) Written question paper or papers which they shall be required to answer in writing;
 - ii) Practical or oral tests as provided for in the syllabus for the respective subjects.

- 2) Practical and oral tests, except when otherwise specified, shall be carried out by the examiners appointed by the Board, in such manner as the Board may, from time to time determine.

- 3) Wherever practical work has been prescribed in the syllabus in any subject for the examination, a record of such work done by each candidate offering the subject in the form prescribed by the Board shall be duly maintained and attested by the head of the Secondary or Higher Secondary School concerned and the same shall be produced or forwarded for purposes of evaluation in such manner and according to such directions as may be issued by the Board from time to time.

- 4) Written test in the subject shall be, by means of question paper or papers in the subject shall be given to candidates simultaneously at every centre at which the Examination is being held.

- 5) No question calling for a declaration of a religious belief on the part of a candidate shall be put at the examination and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.

15. Subjects of Examination

The examination shall be held in the subjects shown in Appendix A and B annexed to these Rules.

16. Medium of Examinations

Candidates appearing for the Examination shall have the option to answer the question paper or papers through the medium of English, Marathi or Urdu. The script used for Marathi, Hindi, Sanskrit, Pali and Ardhamagadhi shall be Devnagari.

17. Eligibility of Regular Candidates for S. S. C. Examination

A candidate attending the final standard of a Secondary or a Higher Secondary School shall be eligible to appear for the Secondary school Certificate Examination or Higher Secondary School Certificate

Examination as the case may be on fulfilling the following conditions;

(1) (a) In the case of the March Examination he should have attended the final standard of one or more Secondary or Higher Secondary schools for not less than 75 per cent of the working days, during the period from the opening day of the academic year to the 15th of February next following and for the October S.S.C. Examination, he should have attended the final standard of one or more secondary schools for not less than 75 per cent of the working days during the period from the 1st day of October of the preceding year to the 15th of September next following;

Provided that —

i) the said 75 per cent attendance is kept by the candidate separately during the parts of the academic year, both before and after his form of application for admission to the Examination is forwarded by the Head of the Secondary or Higher Secondary school concerned;

ii) a candidate who will have filled in the required minimum attendance of 75 per cent of the total working days during the period of the academic year preceding the date of forwarding the application for admission to the Examination but who did not submit his application for admission to the examination or whose application was withdrawn under Rule 22 (7) for the Examination to be held at the end of that academic year, shall complete the minimum attendance prescribed under this clause, either.

A — during the remaining part of the same academic year, or.

B — during the first term of the next academic year, if he intends to appear for the Examination in the following October.

C — during the second term of the next academic year, if he intends to appear at the Examination in the following March.

(b) The Chairman, may for special reasons, on the recommendation of the Head of the Secondary School, condone a deficiency in the percentage of attendance prescribed under Clause (a) above.

(c) The head of the Secondary School concerned shall withdraw under Rule 22(7) on or before the date prescribed therein forms of applications forwarded to the Board's office, in respect of those candidates who do not fulfil the conditions laid down under clause (i) of the provision to clause (a) above, unless the deficiency in attendance is condoned by the Chairman in cases referred to him by the head of the Secondary School on or before 20th February, or 20th September, as the case may be, with a statement of attendance of each such candidate in the form prescribed by the Board.

2) The head of the Secondary School has certified that:

(a) he has kept the prescribed attendance as laid down under clause (1) (a) above;

(b) to the best of his knowledge, the candidate is a fit person as regards character for admission to the Examination. Where in the opinion of the head of the Secondary School, the character of any candidate is not good, such head

shall nevertheless forward the application of the candidate to the Board after endorsing thereon the reasons for forming such opinion, with the instances (if any) in support thereof. All such applications shall be considered by the Executive Council which, shall on merits of each case, decide whether the candidate be permitted to appear at the Examination or not, and the decision of that Executive Council shall be final.

3) Every candidate attending the final standard of Secondary or a Higher Secondary School as the case may be if he makes a proper application to the Board for appearing at the Examination, if he satisfies the conditions laid down in this Rule regarding attendance and carrying out practical work (if any) and if the head of the Secondary School certifies that he is a fit person as regards character for admission to the examination or where such certificate is not given, the executive council decides that the candidate be permitted to and to appear at the examination, then such candidate shall have a right to be admitted to and to appear at the examination. Where a proper application is made by the candidate to the Board for appearing at the examination, and the conditions regarding attendance and carrying out practical work (if any) are satisfied, the application shall not be withheld by the Head of the Secondary School on any other ground.

4) Every candidate (whether private or regular) shall abide by the instructions which the Board may, from time to time, issue through the heads of Secondary Schools, regarding submission of application forms, admission to the Examination hall and discipline during the course of the examination. Any breach of such instructions will render a candidate liable for action under Rule.

18. Eligibility of Private Candidates

1) A person who has pursued the prescribed course of study privately and has completed the practical course prescribed for Stds. IX and X in a recognised Secondary School will be admitted to the Secondary School Certificate Examination as a private candidate subject to the following conditions: —

(a) he has been resident of the Territory for a period of not less than two years prior to the date of the commencement of the Secondary School Certificate Examination at which he desires to appear. The Chairman may, in exceptional cases condone a deficiency in the period of two years residence in the territory;

(b) he was not on the roll of a Secondary school in the Territory during the academic year preceding the date of Secondary School Certificate Examination at which he desires to appear;

(c) he must have completed the age of 18 years not later than 1st March of that year in the case of the examination to be held in March and not later than 1st October of that year in the case of the examination to be held in October. Each applicant shall furnish satisfactory evidence in support of the correctness of his date of birth;

Note: — The age of 18 years may be relaxed upto 17 years in case of a physically disabled candidate who is unable to attend the school.

Note: — Notwithstanding anything contained in conditions (a), (b) and (c) above:

(i) A candidate being a citizen of India who has been a regular student of a secondary school overseas and who has completed the course of studies for an examination equivalent to the secondary school certificate examination (e.g. Senior Cambridge) may be permitted to appear at the Examination as a Private candidate;

(ii) A candidate sent up as a regular student (i.e. after having undergone the prescribed course of studies and kept the prescribed/minimum attendance at a recognised institution) but failing at the corresponding examination of any other statutory Board or University in India or at the Entrance Examination of a statutory University in India or at the Senior Cambridge or Indian School Certificate Examination or at the Higher Secondary Certificate Examination or the Higher Secondary (Multipurpose) School Certificate Examination Board, Poona, may be permitted to appear at the Examination as a private candidate provided that such a candidate has not joined a secondary school since his failure at the other examination concerned.

Provided that: —

(a) It shall be competent for the Board to prevent permanently or for such specific period as the Board may determine in each case any secondary school which forwards under this sub-clause, applications of private candidates without proper scrutiny, from forwarding such applications, except the applications of their own bonafide past students;

(b) Unless specially permitted by the Board to do so, no Secondary School shall forward more than 25 applications from persons other than its own bonafide past students, for permission to appear as private candidates at any one Examination, provided that it shall be competent for the Chairman to relax, on the merits of each case, the said limit and allow a secondary school to forward more than 25 applications at any one Examination from bonafide private candidates other than its own past students;

(c) it shall be competent for the Board to debar an applicant employing malpractices to secure permission to appear at the Examination as a private candidate under clause (1) above, from applying for permission to appear for the Examination, for a period of two years from the month and year of the Examination for which permission is sought, even if such a candidate is otherwise eligible and further forfeit the enrolment fee if already paid and cancel the enrolment certificate, if already issued.

2) Each applicant will have to pay Rs. 10/- as enrolment fee along with the application to be submitted through the head of the Secondary school last attended, for permission to appear for the Secondary School Certificate Examination. If the said school does not exist or is derecognised or refuses to forward the application the applicant shall submit the application through the head of any other recognised Secondary school within the jurisdiction of the Board. The enrolment fee will be refunded if he is found ineligible under the rule.

3) If a private candidate is unable to submit his application before the date fixed by the Board, the

Secretary may admit his application if it is received with a late fee of Rs. 5/- not later than the 10th day after the date fixed by the Board.

4) An applicant held eligible for enrolment as a private candidate will be issued an enrolment certificate which should be attached to the application for admission to the Secondary School Certificate Examination to be forwarded through the Head of the Secondary School concerned.

5) A private candidate may be charged by the Head of the Secondary School concerned a fee of Rs. 2/- for forwarding the application for special permission to the Board and a further fee of Rs. 2/- for forwarding his application for admission to the Examination.

6) A candidate desiring to appear for the Secondary School Certificate Examination as a private candidate shall affix his or her recent photograph on the application form in the space provided for the purpose, duly signed by the Head of the school forwarding his application for admission to the Secondary School Certificate Examination.

7) Every applicant will have to state in writing that he is not undergoing rustication imposed by any Statutory Board of Examination or University in India or any other Examination authority at the time of submission of his application for enrolment or during the period of the examination.

8) Private Candidates will not be eligible for the award of any of the prizes or scholarships at the S.S.C. Examination.

19. Eligibility of Ex-Students

1. An ex-student is one who has satisfied all the requirements of the prescribed course of studies, including the prescribed minimum attendance (unless exempted by the Board), under Rule 17 and has been recognised by the Head of a Secondary School for admission to the Matriculate Examination or the Entrance Examination of the University of Bombay or School Certificate Examination of the Maharashtra the former Government of Bombay or the Secondary School Certificate Examination of the Maharashtra Secondary School Certificate Examination Board or of the Poona Divisional Board and who has accordingly been admitted to the Examination and has not joined any secondary school after such admission. An ex-student is exempted from the attendance prescribed in Rule 17.

2) An ex-student shall be entitled to receive a certificate with regard to his eligibility for admission to the Examination and to have his application for admission thereto forwarded by the Head of the Secondary school who recommended him for admission, whether or not he appeared at the examination in the year in which he was so recommended, provided that, the Head of the Secondary school certificate that, to the best of his knowledge the candidate is a fit person as regards character, for admission to the examination. Where, in the opinion of the Head of the Secondary school, the character of any candidate is not good, such head shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances (if any) in support thereof. All such applications shall be considered by the Executive Council, which shall, on merit of each case decide whether the candidate be permitted to appear

at the examination or not, and the decision of the Executive Council shall be final.

3) An ex-student joining a Secondary School shall lose all the rights of an ex-student, except of the right of exemption or exemptions previously earned and shall be required to satisfy the Head of the Secondary School he has joined as regards character, but not attendance. Where, in the opinion of such Head, the character of any candidate is not good, he shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances (if any) in support thereof. All such applications shall be considered by the Executive Council which shall, on merits of each case, decide whether the candidate be permitted to appear at the examination or not and the decision of that Executive Council shall be final.

4) The Head of the Secondary School may charge a fee of Rs. 2/- from every ex-student wishing to have his application forwarded for permission to appear at the examination under this Rule.

20. Cancellation of admission to the examination

1) In any case where it is found that the candidates' admission to the Examination has been affected by error, malpractice, fraud or improper conduct, or where his very admission to the top Standard is found to be irregular, the Board on the recommendation of the Executive Council, shall have the power to cancel the candidates' admission to the Examination and to forfeit the examination fee, if any, paid by the candidate, notwithstanding the inclusion of the name of the candidate in the list of candidates registered for the Examination, or the candidates actual appearance at the Examination, in one or more subjects, and also to debar the candidate from appearing for the Examination for such further period as the Board may determine in each case.

2) It shall be competent for the Chairman to admit a candidate to the Examination provisionally, where any enquiries in respect of his eligibility for admission to the Examination are in progress or contemplated and in the light of the final decision regarding his eligibility to deal further with his case as per provisions of these Rules.

21. Permission to Re-Appear at the Examination

(1) A candidate who has once appeared at and failed to pass the Examination and who has not attended any other Secondary School after his failure shall be eligible to re-appear at the examination on a subsequent occasion if he submits a fresh application in the form prescribed by the Board, and pays a fresh fee through the Head of the Secondary School last attended provided however, that in his case the prescribed attendance of not less than 75 per cent of the working days as laid down in Rule 17 shall not be compulsory.

(2) A candidate appearing in one or more isolated subjects under this Rule but not satisfying the requirements of the Rule 33 shall not be entitled to the award of any certificate. Such a candidate shall be given a certified statement of marks obtained in the isolated subject or subjects offered at the Examination, on payment of the fee prescribed under the Rule 23.

(3) If the Secondary School last attended by such a candidate is no more on the list of Secondary Schools or is not in existence, the candidate concerned shall submit the application in the form prescribed by the Board through the Head of any other Secondary School in good time. The Head of a Secondary School may in such cases charge a fee of Rs. 2/- for each student wishing to re-appear at the Examination through his school.

(4) A failed candidate wishing to offer any subject other than those offered by him at the last examination shall not be required to satisfy the Head of the Secondary School last attended that he has completed the course prescribed in the new subject or subjects, which he wishes to offer.

22. Application for the Examination

1) All applications for the permission to appear at the examination to be held in March shall be forwarded, in the form prescribed by the Board to the Secretary or any other person authorised by the Board for the purpose through the Head of a Secondary School to reach the Board's office on or before such date as may be fixed by the Board for the receipt of applications and communicated to Secondary Schools before the 1st of December of the previous year.

2) All applications for permission to appear at the Examination to be held in October shall be forwarded in the form prescribed by the Board to the Secretary or any other person authorised by the Board for the purpose through the Head of a Secondary School to reach the Board's office on or before such date as may be fixed by the Board for the receipt of applications and communicated to the Secondary Schools before the 31st of July.

Provided that a fee of Rs. 6/- to be shared equally by the Board and the Secondary School concerned, shall be charged by the Board for each late application received in the Board's office not later than 10 days after the last dates prescribed for receipt of applications under clauses (1) and (2) above.

Provided further that it shall be competent for the Chairman to accept a late application, without any late fee even after the dates prescribed in clauses (1) and (2) above, if in any case, he is satisfied that the application was in fact submitted by the candidate to the Secondary School concerned in time, duly completed in all respects but on account of failure on the part of the Secondary School authorities, the same could not reach the Board's office before the last date prescribed in clauses (1) and (2) above.

3) No application which has not been so submitted or is not complete in every respect shall be accepted.

4) The Head of a Secondary School may refuse to forward to the Board any such application which is not complete in every respect. It shall be competent for the Head of a Secondary School to treat any application not received by him at least one week before the last date fixed by the Board for receipt of applications (without late fee), as a late application and forward the same to the Board, alongwith the late fee prescribed above, by the due date fixed for the receipt of late applications. The discretion to forward or withhold any late application submitted any time during the period of ten days prescribed under the

first proviso to clause (2) above for receipt of late applications, shall rest with the Head of the Secondary school concerned.

5) The Head of the Secondary school concerned shall submit with the applications a statement in the form prescribed by the Board giving such information in respect of each candidate as may be required by the Board. The Head of the Secondary school shall also attach a certificate to each of the applications certifying the grade (A+, A, B+, B, C+, C) obtained by the candidate in the two school certificate subjects offered by him. The Head of the school shall also forward the cumulative record (maintained in a form prescribed by the Board) of unit tests, terminal examinations, practicals etc. in respect of each candidate.

6) The Head of the Secondary school shall certify that the particulars given in the consolidated statement and the abridged lists tally with the school records.

7) All applications for permission to withdraw forms of applications for admission to the Examination forwarded under clauses (1) and (2) above shall be submitted by the Head of the Secondary school concerned so as to reach the Board's office on or before the 25th February in the case of the March Examination and on or before the 25th of September in the case of the October Examination. Provided that it shall be competent for the Chairman to allow withdrawals of applications even after the last dates mentioned under clause (7) above, in special cases, on the merits of each case, but no refund of Examination fees already paid by the candidates in such cases, shall be held admissible if a seat number has already been assigned to the candidate concerned by the Board's office.

23. Examination Fee

The following fees are prescribed in respect of the Secondary School Certificate Examination:

	Examination fee
1. Regular Candidate	Rs. 20/-
2. Isolated Candidate	Rs. 6/- for each subject offered, subject to the maximum of Rs. 20/-
3. Late Application	Rs. 6/- (Rs. 3/- for Board (Rs. 3/- for School)
4. Private Candidate	Rs. 20/-
5. Scrutiny Fee	Rs. 3/- for Board (Private candidates) Rs. 2/- for School
6. Enrolment Fee	Rs. 10/- (for Private candidates)
7. Fees for:	
(i) Statement of marks	Rs. 2/-
(ii) Duplicate certificate	Rs. 10/-
(iii) Migration certificate	Rs. 10/-
(iv) Verification of marks	Rs. 10/- per subject

(v) Provisional certificate Re. 1/-

8. Priced Publications:

(i) Syllabus	As fixed from time to time
(ii) Rules & Regulations	As fixed from time to time
(iii) Set of question papers	As fixed from time to time
(iv) Application form	Re. 0-25
(v) Copyright charges of question papers	Rs. 10/- (per question paper in any one subject set at any one examination for one edition only)

9. Application form for Private Candidates Rs. 2/-

10. Practical Examination Rs. 3/- per Practical Examination for each of the 3 Science subjects

11. Fees for Certificate of Age Rs. 3/-

12. Registration fee (per school per year) Rs. 50/- up to 300 pupils enrolled in Stds. VIII to X

Rs. 100/- 301 to 500 pupils on roll

Rs. 200/- above 500 pupils on roll

Rs. 400/- Higher Secondary Schools

13. Fee for a duplicate copy of Admission Card Re. 1/-

The Head of the Secondary School concerned shall pass on behalf of the Board, to the candidate concerned, a receipt for the fees paid, in the form prescribed by the Board.

24. Refund of Examination Fee

1) Examination fees once paid shall not be held in reserve for a future examination but may be refunded in the circumstances and to the extent mentioned below:—

(i) Where the candidate dies prior to the examination, the entire fee received from him shall be refunded, provided an application for refund is made within three months from the date of the conclusion of the examination and the applicant is, in the opinion of the Chairman, the person entitled to such refund;

(ii) When a candidate is taken ill and prevented from appearing at the examination one-half of the fee shall be refunded, provided that an application for such refund reaches the Secretary or the Head of the Secondary School concerned within two days from the commencement of the examination or the Chairman is satisfied that such an application was actually despatched or posted by the candidate concerned

in good time so as to reach the Secretary within the said period and provided further that a medical certificate from a registered medical practitioner in support of such an application and the requisite particulars about the candidate, such as Examination Seat No., Centre of Examination and subjects offered by him for the Examination are supplied to the Secretary not later than three months from the date of the commencement of the Examination. No claim for refund under this clause shall be entertained if the medical certificate and requisite particulars are not received by the Secretary within the aforesaid period;

(iii) If a candidate is excluded from the Examination under Rule 25 the entire fee paid by him shall be refunded to him provided an application for such refund is made within three months from the date of conclusion of the Examination.

(iv) When the application for admission to the Examination is withdrawn with the permission of the Divisional Chairman or when the candidate is not admitted to the Examination, the entire fee less by Rs. 5/- shall be refunded.

(v) When a private candidate's application for admission to the Secondary School Certificate Examination is rejected, the Examination fees paid by the candidate, less by Rs. 5/- shall be refunded to him, provided that the application has not been rejected on account of a false statement made by him. In the case of a candidate who has made a false statement an additional penalty according to the seriousness of the offence, up to the extent of the forfeiture of the entire fees, may be levied.

2) Notwithstanding anything contained in clause (1) above, full refund of Examination fees may be granted to such candidate who may, during the period of a national emergency, join military service subsequent to the submission of his applications for admission to the Examination and who may apply for such refund, on his producing a certificate signed by the Officer Commanding concerned, about his having joined military service during the period mentioned above, and his being unable to take the examination for that reason.

25. Admission to the Examination Hall

1) Every candidate admitted to the Examination shall be given an 'Admission Card' by the Board and the candidate shall be required to produce from day to day, to the Conductor of the Examination at the Centre where he appears for the Examination, the Admission Card issued to him on behalf of the Board by the head of the secondary school through which he is appearing for the Examination and signed by the candidate in the presence of the Head of such secondary school. A candidate failing to produce such an Admission Card shall be liable to be refused admission to the examination hall. If, for any reason, the candidate fails to produce such Admission Card or the Admission Card produced does not bear the candidate's signature attested by the head of the secondary school, the Conductor may allow the candidate to appear for the Examination only after satisfying himself as to the candidate's identity by enquiries to corroborate the information available to him from the list of candidates and

issuing to the candidate a permit signed by him for production by the candidate on subsequent days, of the Examination. In case where the candidate's signature if taken in the Examination Hall, does not tally with that on the Admission Card, the candidate shall be liable to be refused permission to appear for the Examination.

2) No candidate shall be admitted to the examination hall if he arrives at the place of the examination late by more than half an hour after the time fixed for the starting of the paper.

3) No candidate suffering from any infectious or contagious disease shall be admitted to an examination hall. If any such case comes to the notice of the Conductor of the Examination, he will make separate arrangement for his seating.

26. Arrangements for the conduct of the Examination

1) At each centre of the examination, the Conductor of the Examination with the help of Deputy Conductors appointed by the Examination Committee on behalf of the Board shall be responsible for all arrangements for the careful, efficient and timely conduct of the Examination.

2) To assist the Conductor and Deputy Conductors at each centre there shall be adequate number of invigilators appointed on behalf of the Board.

3) The Conductor, Deputy Conductor and Invigilators shall follow the instructions given to them from time to time by the Board.

4) Invigilator shall be responsible for vigilant supervision of the examination in a block or blocks allotted to him. He will do any other work entrusted to him, by the Conductor.

5) The scale of remuneration to be paid to Conductors, Deputy Conductors and Invigilators shall be as laid down in Clause VII of the Rule 30.

27. Qualifications of paper-setters, translators chairman of the panels of paper-setters, moderators, senior examiners and examiners for S. S. C. Exam. shall be as follows

(1) A person to be appointed as paper-setter or moderator in a subject should fulfil the following conditions:—

(i) he should ordinarily have offered that subject for the degree examination, if a Headmaster or a teacher or a member of the teaching staff of a recognized Secondary School of a Training Institution;

(ii) he should ordinarily be a Master's Degree holder in the subject, if a member of the teaching staff of or a Demonstrator in a Higher Secondary School or a College;

(iii) he should ordinarily have at least 10 years' experience of teaching the subject to the top classes viz. IX and/or X of a Secondary School or any of the classes in a College or a Higher Secondary School or recognised Training Institution for Primary or Secondary Teachers;

(iv) he should ordinarily have experience as an Examiner for at least five times at the Secondary School Certificate or Higher Secondary School Certificate Examination held by any Examining body during the preceding 10 years.

(v) he should ordinarily be a person who has not been out of touch with the teaching of the subject to the top classes (IX and/or X) in a Secondary School or any of the classes in a Higher Secondary School or College or recognised Training Institution for more than 3 preceding years;

(vi) In addition to the above, a person to be appointed as Chairman of the panel of Paper-setters for moderating a question paper should ordinarily have experience of setting a question paper in the subject at least thrice during the preceding ten years.

(2) No person shall ordinarily be eligible for appointment as an Examiner in a subject unless:—

(i) he holds a degree in that subject and if a member of the teaching staff or a College or a Higher Secondary School;

(ii) he has at least 5 years' teaching experience of teaching the subject.

(iii) he has at least 5 years experience as a Demonstrator in that subject in a college or a teacher in a Higher Secondary School in that subject, if he has a Master's degree or a second class degree and ten years' experience if he has a pass class degree.

(iv) he has the experience of teaching that subject to the top classes (i. e. IX and/or X) of a Secondary School if a teacher or a member of the teaching staff or a Training Institution for at least 5 years, if he is a trained graduate and for at least 10 years, if he is an untrained graduate.

(v) he is not ordinarily out of touch with the teaching of that subject to the top classes (i. e. IX and/or X) in a Secondary School or any of the classes in a College or a Higher Secondary School or a recognised Training Institution for more than three preceding years.

Note:—

(a) In the case of technical subjects, a person to be appointed under clause (1) and (2) above should ordinarily have had experience of teaching the subject to the top classes (i. e. IX and/or X) in a Secondary School or any of the classes in a College or a Higher Secondary School, a Polytechnic or any other recognised Technical Institution.

(i) for 3 years if he holds a degree in Engineering;

(ii) for 5 years if he holds a diploma in Engineering;

(3) Notwithstanding anything contained in clauses:—

(1) and (2) above and the notes thereunder, it shall be competent for the Board.

(i) to decide which other examination conducted by a Rural Institute or other Examination Bodies like the Rashtra Bhasha Samiti/Sabha, etc. be held equivalent to a University degree purely for the purposes of this Rule.

(ii) to relax the prescribed qualifications or teaching experience for appointing the required number of examiners from year to year, if in any subject an adequate number of applicants/persons with the prescribed qualifications and teaching experience as mentioned in this Rule are not available.

28. Disqualifications of paper-setters, translators chairman of the panel of paper setters, moderators and examiners for S. S. C. & H. S. S. C. examinations shall be as follows

(1) A person shall be disqualified for being appointed as a paper-setter, translator, Chairman of the panel of paper setters, Moderators, and/or an Examiner:

(i) if a near relative of his concerned is sent up as a candidate for the Final Examination, provided that a person appointed to work as an examiner only shall not be considered as disqualified under this sub-clause, if his near relative has not offered the particular subject in which the person is appointed to work as an Examiner;

Explanation: The term 'near relative' means the following 'wife', 'husband', 'son', 'daughter', 'brother' and 'sister'.

(ii) if he is having or has had during the year any share in the working of a coaching class for S. S. C. Examination either partly or wholly.

Note: Tuitions imparted in special classes organised by a school shall however not constitute a disqualification under this sub-clause, if he has/had during the year, undertaken private tuition of any candidate appearing for the final examination either partly or wholly;

(iii) if he is the author or publisher or has any financial interest in the publication of any guide in or annotations or any subject prescribed for the Secondary Course;

(iv) if he is a member of the Board of Studies or is serving in the office of the Board;

(v) if he has been disqualified for appointment as a paper-setter, translator, examiner or moderator by any statutory University or any Examination Board or at any examination held by or under the authority of the Government.

(vi) if he himself is a candidate appearing for the Examination.

(2) A person shall be disqualified for being appointed as a Paper-setter, Chairman of the panel of Paper-setters in a subject, if he is the author or publisher of, or has any financial interest in the publication of a text-book prescribed for the final examination in such subject or a book covering substantially the syllabus prescribed for the final examination. However, the writer appointed by the Board for writing its text-books will not be disqualified.

(3) The question whether a book is a guide or a book of annotations or a text-book of the nature referred to in clauses (1) and (2) above shall be decided by the Chairman of the Board and his decision shall be final.

29. Appointment of paper-setters, translators moderators and examiners

(1) Application for appointment as paper-setters etc. shall ordinarily be invited by the Board in such manner and by such dates as may be determined by the Board.

(2) (a) All such applications shall be scrutinized by the respective Boards of Studies for determining the eligibility or otherwise of each applicant for appointment as a Paper-Setter, etc. in accordance with the qualification, teaching experience, etc. prescribed

under the Rule 27 and disqualifications prescribed under the Rule 28 and a list of all applications eligible under the said Rules shall be prepared and submitted to the Examination Committee for consideration.

(b) The Examination Committee shall then prepare panel of paper setters, translators in such manner as may be determined by the Board and recommend names of suitable experts as the Chairman of Panel of Paper-Setters (other than those who are applicants referred to in sub-clause (1) above for setting and moderating the question papers, and arrange the panels of Moderators, Senior Examiners and Examiners proposed in such manner as may be determined by the Board and recommend them with or without modifications.

(3) The Executive Council shall consider the panels referred to above and appoint the requisite number of Paper-Setters, Translators, Chairmen of the Panels of Paper-Setters and Examiners in such manner as may be laid down by the Board.

Duties and responsibilities of the paper-setters, etc.

1) *Chief Paper Setter*:— In addition to his original duty as one of the paper setters he will co-ordinate the work of paper setting within specified time and see that question paper finally set is completely free from any mistake or error in general and incorrectness of the subject matter in particular.

2) Each paper setter appointed for setting a question paper in a subject will be responsible for evolving a question paper along with its model answer as per approved pattern or design given by the Board.

3) Translator will be responsible for translating the question paper in a correct and unambiguous language, without the least deviation from the original question paper set in English.

4) Examiner will be responsible for assessing the answer scripts allotted to him strictly in accordance with the model answer and subject to instructions given to him by his moderator for his work. He will prepare the mark-list himself.

5) Moderator will moderate a prescribed quota of answer scripts assessed by the examiners allotted to him by ascertaining that assessment is being carried out by each examiner according to the scheme of marking and the model answer. He will also co-ordinate their work.

6) Dy. Moderator — He will supervise and control the moderation work of the moderators allotted to him and will himself moderate prescribed quota of answerbooks. Deputy Moderators will in turn work under the general control and supervision of the Chief Moderator who is finally responsible to the Board for timely and errorless assessment of the answerbooks in his subjects and submission of mark-lists to the Board's office.

30. The scale of remuneration and travelling allowance to examiners, etc.

The scale of remuneration shall be as under:
for Paper-setting (per setter)

- | | |
|-------------------------|--------------------------|
| 1. Paper-Setter's work: | Rs. 20/- for less than 2 |
| For drawing up a | hours duration |
| Question Paper up to | Rs. 25/- for 2 hours du- |
| three copies each in | ration |

English and Marathi versions

Rs. 30/- for 2½ hours duration
Rs. 35/- for 3 hours duration

2. For preparing Model Answers and Scheme of Marking

Rs. 12/- for Question Paper of less than 3 hours duration
Rs. 15/- for question paper of 3 hours duration

3. (a) For setting a passage or passages for translation into English and for supplying three copies thereof alongwith the English Translation

Rs. 15/-

(b) For supplying a translation in a Modern Indian Language of a passage in English for inclusion in the Question Paper in Sanskrit, Pali and Ardhamagadhi

Rs. 10/-

4. For drawing up a paper of Typewriting (Practical)

Rs. 25/-

5. For supplying additional copies (Typed or handwritten of a question paper per copy)

Rs. 2/-

6. For writing out stencils of a Question paper of 3 hours duration or translation thereof in a Modern Indian language or model answers of a Question Paper of three hours duration

Rs. 15/-

7. For writing out stencils of Question Paper of less than three hours duration or translation thereof in a Modern Indian Language or Model answers of a Question Paper of less than three hours duration

Rs. 10/-

8. For supplying copies from the stencils written out under (5) and (6) above

Rs. 3/- for 25 copies
Rs. 4/- for 26 to 50 copies
Rs. 5/- for 51 to 100 copies
Rs. 6/- for 101 to 150 copies
Rs. 3/- extra for every additional 100 copies or a part thereof

9. For supplying additional copies of a passage for translation per copy

Rs. 0.50

10. For translating a Question Paper in a regional language Rs. 20/-
11. To an Expert Paper Setter/Moderator Token honorarium of Rs. 100/- of a Question paper for each paper set

Note: Notwithstanding anything contained in this Rule when alternative questions on an old and a new textbook or an old and new course of studies are required to be set in one and the same Question Paper, the Paper Setters and Translators concerned shall be paid remuneration at one and half times the remuneration payable to them for the item concerned.

II. Work of correcting Proofs of Question Papers

1. For correcting proos of Question Papers Rs. 10/- per Question Paper or Rs. 20/- Per day Maximum
2. For attendance to correct the proof of Passage or passages in a Modern Indian Language set for tranlation into English Rs. 7/-

III. For assessing Answer Books

- For assessing an Answer Book
- (a) Re. 0.75 for an Answer Book of 3 hours
- (b) Re. 0.65 for an Answer Book of 2½ hours
- (c) Re. 0.50 for an Answer Book of 2 hours
- (d) Re. 0.40 for an Answer Book of 1½ hours
- (e) Re. 0.25 for an Answer Book of 1 hour

IV. (1) A Senior Examiner in a subject in which there are no Moderators shall be paid an extra remuneration as follows:

- (i) Where the number of Examiners including a Senior Examiner does not exceed three Rs. 50/-
- (ii) Where the number of Examiners exceeds three Rs. 100/-
- (2) An Associate Examiner shall be paid a lumpsum remuneration as follows:
- (i) if he examines more than 50 but less than 100 Answer Books Rs. 75/-
- (ii) if he examines more than 20 and up to 50 Answer Books Rs. 50/-

- (iii) if he examines 20 or less Answer Books Rs. 25/-
- (iv) An associate examiner assessing more than 100 Answer Books shall be paid a remuneration of Rs. 75/- for assessing the 1st 100 Answer Books plus additional remuneration for each Answer Book in excess of 100 at the rates mentioned under clauses one to three above Rs. 75/-

(3) When the remuneration earned for all work connected with the appointment by a Paper Setter and Examiner or by one who is only an Examiner amounts to less than Rs. 50/- the person concerned shall be paid a sum of Rs. 50/- as his remuneration for all such work.

V. Postage, etc.

1. Examiners, if answer books are requested to be dispatched by him, shall be paid for Postage, telegrams, etc. as under:

- (i) Examiner assessing 301 Answer Books and above. Rs. 30/-
- (ii) Examiner assessing 201 to 300 Answer Books. Rs. 25/-
- (iii) Examiner assessing 101 to 200 Answer Books. Rs. 20/-
- (iv) Examiner or Associate Examiner assessing 1 to 100 Answer Books. Rs. 10/-

2. Each Moderator is entitled to get postage. Rs. 10/-

3. When the expenditure on account of postage, telegrams etc. incurred by an Examiner or Associate Examiner or Moderator falling under the categories in Sub-Clauses VI(i) to VI(iv) above, exceeds the amount fixed thereof or under those sub-clauses such Excess amount shall be paid to the Examiner or Moderator on his producing the requisite vouchers or certificates in that behalf.

4) For the cost involved in returning the answer books to the Board's Office (by those who are not paid local conveyance allowance) the Moderators will be paid the following amount on production of vouchers.

LOCAL MODERATOR:

Actual expenditure as per vouchers subject to the maximum of Rs. 5/-

OUTSIDER MODERATOR:

Actual expenditure as per vouchers subject to the maximum of Rs. 15/-

NOTE: A proportionate amount will be deducted if the arrangements regarding dispatch of answer books are made by the office of the Board.

VI. Moderation and Scrutiny of Answer Books:

1. (a) Each of the moderators in a subject shall be entitled to a lump sum remuneration of Rs. 200/- (average remuneration earned by the examiner)

(b) A lump sum remuneration of Rs. 50/- for scrutiny of assessed answer books.

2. In addition to such remuneration each of the moderator shall be paid an extra fee of Rs. 100/-

3. The Dy. Chief Moderator in a subject shall be entitled to a lump sum remuneration of Rs. 240/- and an extra fee of Rs. 100/- for Moderation and Scrutiny of Answer Books assigned to him.

4. He shall also be entitled over and above the remuneration as a Moderator to an additional remuneration of Rs. 100/- as the Chief Moderator for coördinating the work of his colleagues.

5. The Moderator in a subject for which no senior Examiner or Chief Moderator is appointed, shall be entitled to receive Rs. 50/- in addition to the remuneration to which he is entitled as a Moderator for such additional work as he may be called upon to do.

6. An associate moderator shall be paid a minimum lump sum remuneration of Rs. 50/- or at Re. 1/- per Answer book for the actual number of Answer Books moderated and scrutinized by him, whichever is more.

7. A Moderator to whom additional work over and above the average quota fixed by the Board is allotted, in any special circumstances, under orders of the Chairman, shall be entitled to additional remuneration and extra fee proportionate to the additional work so allotted to him.

VII. For work of Supervision and conduct of the Examination.

1. The Conductor shall receive remuneration at Rs. 16/- per day and Rs. 8/- per half day for actual days work, and a lump sum of Rs. 50/- for the work before and after the examination.

2. A Deputy Conductor shall receive remuneration at Rs. 12/- per day and Rs. 6/- per half day for actual days of work.

3. The Press Conductor shall receive remuneration at Rs. 16/- per day and Rs. 8/- per half day for actual days of work. In addition, he will also be paid a lump sum remuneration of Rs. 75/- for work before and after the Examination.

4. A Press Supervisor appointed at a Centre shall receive a remuneration of Rs. 10/- per day and Rs. 5/- per half day.

5. An Invigilator appointed at a Centre shall receive a remuneration of Rs. 8/- per day and Rs. 4/- per half day. In the case of the Examination in Typewriting, the Conductor, Deputy Conductors, Invigilators, Block Peons, etc. shall receive remuneration per session of not less than 2 hours duration each, as per rates admissible to them.

6. The remuneration payable to an Invigilator or a Deputy Conductor or Conductor may be reduced for inefficiency or negligence in his work by such amount as the Executive Council may decide.

7. The remuneration payable to a writer, if employed at the Board's cost in the cases of a disabled candidate appearing for the Examination, shall be Rs. 5/- per paper.

VIII. For Practical Examination.

1. For Practical Examination of a candidate in a subject to each Examiner (Both Internal and External) Rs. 0.50 per candidate.

2. A Laboratory, Field or Workshop Assistant shall be entitled to receive remuneration of Rs. 5/- per day.

3. A servant appointed at the practical Examination shall be paid Rs. 2/- per day.

4. A servant appointed at the practical Examination in Art (still life) shall be paid Rs. 3/- per day for assistance.

5. A) For Local Experts.

For practical Examination in Engineering, Agriculture and Textile and Home Science will be paid Rs. 5/- per day of the Examination in the subject including an additional day for preparation if required by the Examiner.

IX. Miscellaneous.

1. Tabla player at Music practical test shall be paid Rs. 3/- per day.

2. Class IV servants appointed at each Centre of Examination will be paid remuneration Rs. 2/- per day.

T. A. Rules:

1. Paper setter (including Expert Paper Setter) Translator, Conductor, Deputy Conductor, Moderator, Examiner and Proof — Readers who are required to undertake journey for performance of their duties in connection with the examination work shall receive travelling allowance at the rates allowed for Class II Government servants.

2. A Local Paper-Setter or Translator or Proof Reader or Examiner or Moderator shall be paid a conveyance allowance of Rs. 5/- per day when he is not eligible for T. A. under (1).

31. Withholding of or reduction in the remuneration-remuneration payable to paper-setters, moderators, translators and examiners

The Board shall have the right to withhold in full or part or reduce the remuneration earned by a Paper-Setter, Moderator, Examiner, etc. in case of: —

(a) neglect or omission on his part in carrying out the work entrusted to him in accordance with the instructions given to him from time to time, such as mistakes or ambiguity in a question paper, failure to assess and mark the answer to a question or part thereof, discrepancy in totalling or transferring marks or delay or irregularity

rity in submission of answer books, mark lists, etc.

OR

(b) His making a false declaration or statement either in the form of application for examinership etc. or any other document submitted to the Board, in connection with his appointment.

32. Standard for passing

To pass the Secondary School Certificate Examination a candidate must secure at least C+ grade in the optional subjects (excepting Branch II Technical wherein a candidate must secure minimum 35% marks in each of the two subjects) and in the two School Certificate subjects and atleast 35% marks in each of the three Language heads and social science and atleast 52 marks each in the subject of Mathematics and Science after availing, if necessary, of an automatic condonation of up to 15 marks in one or more failure subjects but not exceeding 7 marks in any one subject. However a candidate securing at least 40% marks in the aggregate shall be entitled to have condonation marks of up to 10 out of the said 15 marks in one subject. In a subject for which there are two papers or one paper and one practical the marks will be added together for a "pass marks" in that subject.

2. No condonation marks shall be given in Technical subjects or other optional subjects.

33. Standard for obtaining the Secondary School Certificate

To qualify for the Secondary School Certificate, a candidate must pass at one and the same Examination in accordance with the provisions of the Rule for the grant of exemptions, separately (i) in each of the six subjects taken from the compulsory group and (ii) must have secured at least C+ grade in the optional subjects (excepting Branch — II Technical wherein a candidate must secure minimum 35% marks in each of the two subjects) and in the two School Certificate subjects. The candidates failing to secure at least C+ grade or minimum 35% marks in the optional subjects as the case may be as mentioned above, shall have to reappear and secure the minimum prescribed grade or minimum marks as referred to above so as to enable the Board to declare his/her result on the basis of his/her performance in the six compulsory subjects.

The Examination in optional subjects excepting the subject/s in the Technical Branch will be conducted by schools on behalf of the Board. The examination in the Technical subjects will, however, be conducted by the Board. The performance in the optional subject or subjects (excepting the subjects in Technical Branch) shall be indicated not by marks but by grades as shown below

A+	—	90% and above
A	—	80% to 89%
B+	—	65% to 79%
B	—	50% to 64%
C+	—	35% to 49%

C — 34% and below

Note: — It shall be the responsibility of the candidate himself and of the head of the secondary school

to see that the candidate selects and enters in his application for admission to the Examination, such subjects as are required to qualify him for the Secondary School Certificate as per this Rule and the Scheme of Examination as set out in Appendix I to these Rules as may be amended from time to time, and the Divisional Board will not in any way be responsible for any adverse consequences arising from any mistakes or omissions made by the candidate and/or the head of his secondary school in this behalf.

34. Exemption

A candidate securing not less than 35 per cent of the maximum marks assigned to a subject may be exempted from reappearing in that subject at subsequent examinations, if he claims such exemption (duly verified and endorsed by the head of the secondary school through which he appears) in his application for admission to the Examination.

35. Publication of results

1) The Board shall publish ordinarily before the 4th of June and 31st of December every year a list of candidates who have qualified for the Secondary School Certificate at the Examination held in March and October respectively, on such dates and in such manner as the Board may decide.

2) In any case where it is found that the result of the Examination has been affected by error, malpractice, fraud, improper conduct or other matter of what-so-ever nature, the Board on the recommendation of the Executive Council shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as it may consider necessary in that behalf, provided that, except as provided in clause (3) below, no result shall be amended after the expiration of six months from the date of publication of the result.

3) In any case where the result of the Examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has, in the opinion of the executive council been a party to or privy to, or connived at such malpractice, fraud or improper conduct, the Board, on the recommendation of the Executive Council shall have power at any time, notwithstanding the issue of the Secondary School Certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as it may consider necessary in that behalf.

4) The answer-books of a candidate found guilty of any malpractice, fraud or any other improper conduct, after due enquiry either under rule or clause (3) above, shall be liable to be destroyed along with every paper and document in connection with such enquiry, after the expiry of a period of three years from the date on which the final decision of the Board in the matter is communicated to the candidate concerned.

36. Supply of marks

1. The marks obtained by a candidate in each subject shall be supplied to a candidate in a printed form of statement on payment of a fee of Rs. 2/-

per examination. Marks obtained by a candidate in individual papers or practicals or individual questions or sections of a paper shall not be supplied.

2. Heads of Secondary Schools shall be supplied, as soon as possible after the declaration of the results, with a consolidated statement of marks obtained in each subject by the candidates presented by them for the Examination, for school record. The original individual statements of marks for supplying to the candidate concerned on payment of the prescribed fee (payable to the Board) shall also be supplied to Heads of Schools alongwith the printed results of the S. S. C. Examination concerned. The candidates will be required to obtain 'Duplicate Copies' of their statement of marks from the Divisional Board's office only, on payment of the prescribed fee of Rs. 2/- each.

37. Verification of marks obtained by a candidate in a subject

1) Any candidate who has appeared at the Examination may apply to the Secretary for verification that the candidates answers, in any particular subject, have all been examined and that there has been no mistake in the totalling of marks in that subject and transferring marks correctly but not for re-valuation of answers. Such an application must be made by the candidate through the head of the Secondary School which presented him for the Examination, within four weeks of the declaration of the Examination results must be accompanied by a fee of Rs. 10/- for each subject.

2) No candidate shall claim, or be entitled to, re-examination of his answers or disclosure or inspection of the answer-books or other documents treated by the Board as confidential.

3) If as a result of the verification made under this rule it is discovered that there has been either an omission to examine and mark any answer or answers and/or a mistake in the totalling of the marks, the fee for verification shall be refunded to the candidate. If a mistake is discovered it shall be corrected by the Secretary, duly attested and dated, and if as a result of this correction, the candidate's result as already declared is altered in any way, he shall be informed of his correct result by a telegram.

4) If on scrutiny and verification a failed candidate is found to have passed in the Examination, he will be declared to have qualified for the Secondary School Certificate.

5) If a candidate having paid the fees prescribed under clause (1) fails to forward his application for verification within two weeks of the payment of fees or having made the application within the aforesaid period, omits to give the following details in his application.

- (i) Name, Examination Seat No. and Centre:
- (ii) Subject in which verification of marks is desired:
- (iii) Language used for answering the paper in that subject:

no steps shall be taken for verification and in such case only half the amount of the prescribed fee paid by a candidate shall be refunded to him.

38. Grades of Certificates

The Secondary School Certificate shall be awarded in four grades as shown below:

Distinction — To successful candidates who obtain not less than 75% marks in the aggregate, calculated on the basis of the six compulsory subjects offered for the examination.

Grade — I: To successful candidates who obtain not less than 60% of marks in the aggregate calculated on the basis of the six compulsory subjects offered for the examination.

Grade — II: To successful candidates who obtain not less than 45% but less than 60% of marks in the aggregate calculated on the basis of the six compulsory subjects offered for the examination.

Grade-Pass: To all other successful candidates.

Provided that the First (with Distinction) or First or Second Grade shall not be awarded to a candidate who appears for the examination with any exemption or exemptions earned by him under Regulation 34.

39. Award of Certificate

(1) The Secondary School Certificate of the appropriate Grade to be awarded to a successful candidate shall be in the form prescribed by the Board shall specify the name of the candidate, his date of birth as recorded in the application, his Seat No. and Index No. of the School total marks obtained by him in six compulsory subjects with grade and will bear the signatures of the candidate and the Head of the School with rubber stamp of the School. The certificate shall be issued over the signature of the Secretary through the head of the Secondary School presenting the candidate for the examination.

Provided that, in the case of a candidate appearing for the S.S.C. Examination under Rule 18 producing an affidavit or a Certificate from the medical authorities in support of his date of birth and passing the S.S.C. Examination, an endorsement shall be made by the Board, on his S. S. Certificate to indicate the source from which his date of birth is shown in the application form submitted under Rule 18. In such cases, the provision for change in the date of birth made in clause (3) of this Regulation, shall not be applicable.

2) Notwithstanding anything contained in clause (1) above the certificate of the successful candidates presented for the examination by Secondary Schools which have ceased to be in existence or ceased to be recognised by the Board after sending up the candidates for the examination, shall be issued to the candidates concerned direct, mentioning therein the name of the school presenting the candidate.

3) In the event of an error being discovered in the entry of the name or the date of birth in the anticipation of a candidate for admission to the Examination and consequently in the Certificate, an application for correction of such error shall be admitted only when the name or the date of birth so recorded is not identical with the name or the date of birth of the successful candidate originally entered in the school register or in the service record in the case of a full-time teachers.

An application for correction of such error shall be made through the Head of the Secondary School presenting the candidate for the Examination in such

form as may be prescribed by the Board. Such correction when made by the Board shall be indicated on the reverse of the Certificate by an endorsement in such form as may be prescribed by the Board.

40. Provisional Certificate

1) A candidate who has been declared successful at the Examination may obtain, on application, a provisional Certificate of having passed the Examination.

2) The fee for the provisional Certificate shall be Re. 1/- each.

3) An application for a provisional Certificate shall be made to the Secretary through the head of the Secondary School concerned and shall be accompanied by a Bank Draft or I. P. O. for the prescribed fee.

41. Supply of a copy of the Certificate

A copy of the Secondary School Certificate already granted, shall be issued by the Secretary on receipt of an application through the head of the Secondary School which has presented the candidate for the Examination, accompanied by a fee of Rs. 10/- for each such copy of the Certificate.

The copy of the Certificate will be supplied only through the head of the Secondary School concerned; provided that copies of the Secondary School Certificate of the candidates presented for the Examination by Secondary School which have ceased to exist or to be recognised after presenting candidates for the examination shall be issued to the candidates concerned direct on payment of the prescribed fees.

42. Migration Certificate

A Migration Certificate may, on application and payment of fee of Rs. 10/- be granted to a candidate who has passed the Examination conducted by the Board. An application for such a certificate shall be made to the Secretary of the Board and shall be accompanied by a Bank Draft/I.P.O. for the prescribed fee.

43. Award of Prizes and Scholarships

1) It shall be competent for the Board to award such prizes and scholarships as the Board may institute from time to time.

2) A certificate denoting the award of a scholarship or a prize or a medal may be issued free of charge by the Board. Certificates indicating the rank in the merit list of candidates published along with the Examination results may also be issued free of charge by the Board to candidates whose names are included in the said list. Certificates of both these types may be issued by the Board of its own accord to all candidates concerned through the heads of their respective secondary schools.

CHAPTER III

44. Categories and Duties of the Staff of the Board

(1) The Staff of the Board shall be classified into the following categories and classes.

I. Category «A» — Officer		Scale (Revised)
1) Superintendent		Rs. 530-750
2) Accountant		Rs. 425-640
3) Research Officer		Rs. 530-750

II. Category «B» — Supervisory

4) Asstt. Superintendent (H. C.)	Rs. 425-640
5) U. D. C.	Rs. 330-560
6) Stenographer	Rs. 330-560
7) L. D. C.	Rs. 260-400
8) Librarian (of L. D. C. Grade)	Rs. 260-400
9) Seasonal clerks (for job work)	

III. Category «C» — Class IV Servants

10) Head Peon	Rs. 96-220
11) Peon	Rs. 96-220
12) Sweeper (or part time sweeper on daily wages)	Rs. 96-220
13) Seasonal peons (for job work) on daily wages.	

Duties

2. Duties of the research assistant will be (i) to carry out academic and statistical research relating to Secondary and Higher Secondary Education in general and final examination conducted by the Board and to prepare the draft of the annual report of the Board and edit Newsletter of the Board.

(ii) to supply statistical data and to undertake research projects as suggested by the authorities and to carry out such other duties as may be assigned to him from time to time by the Secretary.

(2) The accountant under the general control and supervision of the Chairman and the Secretary will be responsible

(i) to establish and maintain a system of budgetary and financial control governing the allocation and use of Board's Fund, cost flow analysis, working capital requirements, capital expenditure, etc.

(ii) to keep up-to-date accounts of all the financial transactions of the Board;

(iii) to report the facts to the Finance Committee, Executive Council and the Board in the manner prescribed and make suggestions concerning future operations;

(iv) to prepare annual and revised budget estimates;

(v) to conduct primary check of all financial transactions;

(vi) to maintain accounts of the property of the Board.

(vii) to carry out project reports with regard to capital expenditure relating to new expansion plans and to forecast the financial requirements of the Board;

(viii) and to carry out any other duties assigned to him by the Chairman and the Secretary.

(3) The Superintendent, Assistant Superintendent, U. D. C. and L. D. C.'s shall carry out such supervisory duties and other duties pertaining to original work of various branches of the Board's office work as may be allotted to them by Secretary.

(4) Stenographer will also help the Officers of the Board in doing work of confidential nature and other

work assigned to him by the Secretary and the Chairman.

(5) Librarian will also do other work assigned to him by the Secretary in addition to his legitimate work as a librarian.

(6) Head peon will be responsible for allocating and supervising the work of all peons, attendants and sweepers and carrying out such other duties as may be entrusted to him by the Secretary. The peons will be entrusted with any of the following duties.

(a) Carrying office files, registers, office stationery, stores, furniture, dead-stock articles, parcels, trunks, boxes, answer-books, bundles, etc. from one section to another within their respective offices, as well as to the Post Office, Railway Station, S. T. Stand, Banks, Treasury, centres of examination, etc. as per instructions issued to them from time to time.

(b) Keeping vigilant watch over the office premises and ensuring that the Board's property, documents, records, etc. are not removed outside the office premises without proper authorisation.

(c) Sweeping and cleaning the office premises and furniture and storing drinking water.

(d) Attending duties in shifts during day or night as may be fixed by the officers.

(e) Carrying out such further instructions as may be issued to them by the Secretary from time to time.

(7) Sweeper's duties will be to clean the bathrooms, urinals, latrines and maintain them in perfect sanitary condition and he shall carry out such instructions as may be issued by the Secretary.

(8) Seasonal peons — they will be appointed on daily wages for carrying out job-work in connection with the conduct of examinations. Their duties will be to help the Secretary in carrying out duties pertaining to conduct of examination.

45. Staff Selection Committee

(1) Appointment of posts under categories under clause (1) of Rule 43 may be made either by promotion or by direct recruitment or on deputation.

(2) Appointment by promotion shall be made by the Chairman from the selected lists prepared by the Staff Selection Committees in accordance with the rules framed by the Board in that behalf.

(3) Appointments by deputation for a specific period shall be made by the Chairman, with the prior approval of the Executive Council after getting the proposals approved by the lending authorities.

(4) Appointment by direct recruitment shall be made by the Chairman from the lists/panels of candidates selected by the staff selection committee, in accordance with the rules framed by the Board.

(5) The staff selection committee shall consist of the Chairman of the Board, and two more members, nominated by the Board from amongst its members. Secretary of the Board will act as the Secretary of the Staff Selection Committee.

(6) Appointment to posts in Category 'C' under Rule 43 shall be made by the Chairman.

(7) Notwithstanding anything contained in the provisions of sub-clauses (1) to (3) above: —

(i) The Chairman shall be competent to make temporary appointments to posts under categories 'A' and 'B' under Rule 43 for a period of four months when no candidate on the selected lists/panels of candidates is available.

(ii) The Board shall be competent to appoint to any of the posts in categories 'A' and 'B' under Rule 43 servants of the Government or other Board or Universities obtained on deputation.

(8) (i) All appointments by direct recruitment shall be made in the first instance on probation for a period of two years, provided that the period of probation may be extended by such further period as the Chairman may deem fit but in no case shall the total period of probation exceed three years.

(ii) Service rendered in a time-scale post during the period of probation, shall count as service towards increments.

(iii) The Secretary of the Board shall send to the Chairman at least a month before the expiry of the probation period or by such date as may be fixed by the Chairman, a confidential report about the work and conduct of the employee on probation, with definite recommendation for his continuance or otherwise.

(iv) On receipt of such a report, the chairman may either: —

- (a) continue the employee in service; or
- (b) extend his probation period; or
- (c) terminate his services.

(9) No person shall be confirmed in a permanent post unless he produces a medical certificate of health in an approved form duly signed by the registered Medical practitioner from amongst the panel approved by the Chairman.

46. Service conditions of staff of the Board

(1) The employees of the Board may be required:—

- (i) to appear for written or oral tests for the purposes of their continuance, confirmation or promotion;
- (ii) to furnish such security and service bond as may be required by the Board;
- (iii) to undergo such training as may be required by the Chairman, subject to such conditions as may be determined by the Board.

(2) When any post is filled in by direct recruitment the seniority of the candidates selected at the same interview should be in the order in which they are ranked by the staff selection committee, irrespective of the dates of their joining duties.

(3) An employee who is confirmed in a permanent post may continue in service till he completes the age of sixty years.

(4) (a) a permanent employee shall not leave or discontinue his service under the Board, without giving a prior notice in writing to the Chairman of the Board of his intention to leave or discontinue the service. The period of notice shall be three months (90 days) in the case of employee in categories 'A' and 'B' and one month (30 days) in the case of employee in Category 'C'.

(b) a temporary employee including an employee on probation shall not leave or discontinue his service under the Board, without giving one month's (30 days) prior notice in writing.

Provided that the requirement of the notice under sub-clauses (a) above may be waived in part or in full by the Chairman at his discretion.

(c) in case of breach by an employee of the provisions of sub-clauses (a) and (b) above, he shall be liable to pay to the Board as penalty a sum equal to his basic pay at the time of the termination of his employment for the unexpired period of notice required of him, which sum may be recovered from any moneys due to him.

Note: (1) No leave except casual leave and leave on medical certificate will be granted to an employee who has given a notice of resignation.

(2) Orders of the Chairman regarding the continuance or otherwise of the leave already granted will be necessary in the case of an employee who sends a notice of resignation while on leave.

(ii) An employee before leaving the Board's Service shall hand over the charge of his post to a duly authorised employee and shall return to the Board all books, apparatus, furniture, etc. issued to him for his personal and official use.

(5) Persons selected for Board's service shall ordinarily start on the minimum of the time-scale provided; however it shall always be competent for the Board to fix the starting pay of any deserving candidate at any subsequent stage in the time-scale including the maximum.

(6) An increment shall be drawn as a matter of course unless withheld under specific orders of the Chairman, for misconduct or unsatisfactory work. In ordering the withholding of an increment, the Chairman shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

(7) Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to an employee without the specific sanction of the Chairman.

(8) Normal office hours shall be fixed by the Chairman, for all employees, but in case it becomes necessary, employees shall have to work beyond office hours provided, however, employees who are detained after normal office hours under written orders of the Secretary shall be entitled to overtime allowance at such rates and subject to such conditions as may be determined by the Executive Council, from time to time.

(9) All employee shall be entitled to dearness allowances house rent and other compensatory local allowances at such rates as may be determined by the Executive Council from time to time, but such rates shall not be lower than those sanctioned by the Government for its employees in corresponding grades, from time to time.

(10) When an employee is required to do the work of an equal or higher post, in addition to his own duties he shall be paid the salary of the post held by him plus special pay not exceeding 20 per cent of the pay which he would have drawn had he been appointed to the latter post.

(11) (i) The employees of the Board shall be entitled to the same rates of travelling and daily allowances, travel concessions, medical aid, etc. as prescribed for the corresponding categories of Government employees by the Government from time to time.

(12) (i) In all other matters such as leave, leave salary, travel concessions, medical aid, advance for purchase of conveyance, housing advance, maintenance and verification of service books, fixation of pay, etc. which are not covered by these Rules, the provisions contained in the Civil Service Rules of the Government shall be applicable to all employees of the Board.

(ii) For the purposes of sub-clause (i) above, the chairman of the Board shall have all the powers of a Head Department and the Executive Council shall exercise all powers vested in the Government in so far as the employees of the Board are concerned.

13. If any question as to the corresponding category of Government servants, the matter shall be referred to the Chairman and his decision shall be final.

47. Disciplinary action against staff of the Board

(1) Without prejudice to the provision of these Rules the following penalties may be inflicted on an employee of the Board guilty of negligence, misconduct, unsatisfactory work or for any other good and sufficient reason:

(i) Warning or censure;

(ii) Fine;

(iii) Withholding of increment or promotion including stoppage at an efficiency bar;

(iv) Recovery from pay or such other amounts due to him, of the whole or part of any pecuniary loss caused to the Board by negligence or breach of orders;

(v) Reduction to a lower post or grade or to a lower stage in his time scale of Pay;

(vi) Compulsory retirement;

(vii) Removal from services;

(viii) Dismissal;

(2) The penalties mentioned in sub-clause (i) to (iv) of clause (1) above may be inflicted by the secretary on any employee in Category 'C' of the Rule 44 working in the office of the Board. An appeal against any penalty inflicted under this sub-clause shall lie to Chairman.

(ii) The penalties mentioned in sub-clause (i) to (iv) of clause (1) above may be inflicted by the Chairman of the Board on any employee of categories 'A' and 'B' working in the Office of the Board. An appeal against any such penalty inflicted by the Chairman shall lie to the Executive Council.

(iii) No employee shall be subjected to any of the penalties mentioned in sub-clauses (v) to (viii) of clause (1) above, except by an order in writing signed by the Chairman and no such order shall be passed without a specific charge or charges being formulated in writing and given to the employee concerned and without giving him reasonable opportunity to answer them in writing and in person. His previous record of service shall also be taken into account. An appeal against such penalty inflicted by the Chairman shall lie to the Executive Council.

(3) Every appeal shall comply with the following requirements:—

(i) It shall be written in English or Marathi or Hindi;

(ii) It shall be couched in polite and respectful language and shall be free from statements, allegations or insinuations not strictly relevant to the matter;

(iii) It shall contain all material statements, explanations and arguments and shall be complete in itself.

(iv) It shall specify the relief desired;

(v) It shall be submitted through the proper channel.

(4) An appeal may be withheld by the competent authority if:—

(i) it does not comply with the requirements of sub-clause (3) above;

(ii) it is illegible and unintelligible;

(iii) it repeats an appeal already rejected by the appellate authority and does not in the opinion of the competent authority disclosed any new points or circumstances which make a reconsideration necessary;

(iv) it deals with matter which does not concern the employee personally;

(v) it is not preferred within one month of the date of the order against which the appeal is made;

(vi) it is addressed to an authority to which no appeal lies under this Rule.

(5) In every case in which an appeal is withheld, the competent authority shall communicate to the appellant the fact that his appeal has been withheld and reasons for withholding it.

(6) An appeal which is not withheld under clause (4) above, shall be forwarded to the appellate authority with the comments of the competent authority as soon as possible.

(7) In all other matters not covered in these Rules Conduct, Discipline and Appeal Rules of the Government shall apply to the employees of the Board.

(8) For the purposes of clause (7) above, the Chairman of the Board shall have all the powers of a Head of the Department and the Executive Council shall exercise all powers vested in the Government, in so far as the employees of the Board are concerned.

48. Provident Fund for Board servants appointed to temporary posts

(1) Employees of the Board appointed to such temporary posts as may be specified in this behalf by the Executive Council from time to time shall, as condition of their service, become depositors in the «Non-contributory Provident Fund for Temporary Board Servants» which shall be established from such date as may be fixed by the Executive Council.

(2) Subscription to the fund shall be 8% of the salary of the posts rounded off to the nearest rupee, which subscription shall be deducted monthly from the salary of the depositor and the amount so deducted shall be deposited into the Fund to the credit of the depositor. An employee of the Board appointed to such temporary posts on leave on full pay, shall continue to pay subscription to the Fund and may

continue to do so, at his option, if on leave of full pay.

(3) The depositor shall be entitled upon leaving the service of the Board to draw out and receive the whole sum standing to his credit in the Fund together with such interest as may be earned thereon, subject to deductions referred to in clauses (6), (7) and (8) of Rule.

(4) In the case of illness of the depositor or any member of his family or in such other cases as may be specified by the Executive Council in this behalf the Chairman may advance to the depositor a sum not exceeding one-fourth of the sum to his credit at the time, subject to such conditions regarding repayment as the Chairman may lay down.

(5) If a subscriber to this Fund is subsequently appointed as permanent servant of the Board, without any break in service, the Board shall, as with effect from the date of his temporary but continuous appointment.

APPENDIX 'A'

(vide rule 15)

Secondary School Certificate Examination conducted by the Board

Subjects and number of Papers and Practicals for the Examination

To qualify for the S.S. Certificate, a candidate must pass at one and the same Examination or in accordance with the provisions of Rule 34 for the grant of exemptions—separately (i) in each of the six subjects under the Compulsory Group and (ii) must have secured at least C+ grade in the optional subjects (excepting Branch 2 Technical, wherein a candidate must secure a minimum of 35% marks in each of the two subjects) and (iii) also in the two school examination subjects, as follows:—

I—For Examination conducted by the Board: (along with examination in Practicals).

(1) First Language

(2) Second Language

(3) Third Language.

Note: Pattern of study of language is as set out in Appendix 'B'.

Other three subjects viz:—

(4) Mathematics (Algebra, Geometry, Arithmetic).

*Note: The course of Arithmetic will be completed at the end of Std. VIII and it will not form a part of compulsory Mathematics for the S.S.C. Examination.

(5) Science (Physics, Chemistry, Biology).

(6) Social Sciences (History, Civics, Geography).

II—For School Examination: (Excepting the subjects under Branch—2 Technical, the examination of which will be taken by the Board).

Optional Subjects: (Candidates shall have to select one branch out of the six branches).

The following are the branches of the Optional subjects:

Branch '1': Miscellaneous

(a) Miscellaneous subjects (any one).

(b) Work-Experience (One Project from each of the two Clusters 'A' and 'B').

Branch '2': Technical—(Two)

Branch '3': Commerce—(Two)

Branch '4': Agriculture—(Two)

Branch '5': Fine Arts—(One) Theory and Practical—100 marks each.

Branch '6': Industrial Crafts (One)—Theory and Practical—100 marks each.

III — For School Certificate Examination:

- (1) Physical Education and
- (2) One of the following:
 - (i) Social Service
 - (ii) Scouting/Guiding
 - (iii) N.C.C. (Wherever facilities are available).

(These two subjects will not be subjects for the S.S.C. Examination. But the candidate will not be held eligible to appear for the S.S.C. Examination unless he produces a Certificate of having satisfactorily completed the courses in these two subjects).

The names of the individual subjects to be taken according to the above scheme are shown below along with the number of Paper, duration of Papers and maximum marks:

Name of the subject	No. of papers and practicals if any	Duration of papers	Maximum Marks
1	2	3	4
I. Subjects for the Board's Examination Compulsory Subjects (Six)			
(1) First Language			
One of the following Languages —			
Marathi Hindi English Urdu	One	3 hours	100
(2) Second Language			
One of the following Languages —			
Hindi Hindi (composite with Marathi or Sanskrit) Marathi Marathi (composite with Hindi) English	One	3 hours	100
(3) Third Language			
One of the following Languages —			
English Marathi Hindi Urdu Sanskrit Ardhamagadhi German French Portuguese	One	3 hours	100
(4) Mathematics			
Algebra	One	2½ hours	75
Geometry	One	2½ hours	75
(5) Science			
Physics	One	2 hours	40
Chemistry	One	2 hours	40
Biology	One	2 hours	40
(6) Social Sciences			
History and Civics	One	2½ hours	60
Geography	One	2 hours	40

II. Subjects for the School Examination
Optional Subjects

Branch 1: Miscellaneous

- (a) Miscellaneous Subjects (Any one)
- (b) Work Experience (one project from each of the two Clusters A and B)
- (a) Miscellaneous Subjects (Any one)
 - 1. Economics
 - 2. Home Science
 - 3. Military Studies
 - 4. Typewriting (English or Marathi)
 - 5. History and Appreciation of Art (Theory)
 - 6. Music (Indian or European)
 - 7. Any Modern Indian Language or Modern European Language or Classical Language (Not being studied by the pupil in the core subjects even in a composite form)

One	100
One	50
One Practical	50
One	40
One Practical	60
One Practical	100
One	100
One	50
One Practical	50
One	100

(b) *Work Experience:*

One from each of the two Clusters A and B Carrying 100 marks

Cluster A

1. Use of Common Tools
2. Maintenance and Production of School Science Apparatus
3. Maintenance and Elementary Repairs of Radios
4. Preparation of Plastic Articles
5. Batik Art
6. Preparation of Suit Cases
7. Maintenance and Elementary Repairs of Time Pieces
8. Elementary Plumbing
9. Maintenance and Elementary Repairs of Water Pumps
10. Elementary Chemical Technology
11. Maintenance & Preparation of Teaching Learning Aids
12. Needle Work, Embroidery, Knitting and Crochet

Cluster B

1. Farm Operations
2. Poultry
3. Preparation of Bread and Biscuits
4. Pisciculture
5. Horticulture
6. Bee Keeping
7. Preparation of Nutritious Food
8. Marine Fisheries
9. Animal Management

Branch 2: *Technical (Two)*

	Marks	Theory Duration	Practical	Years work	Total
1. Work-shop Technology	40	2 hours	30 Marks	30 Marks	100 Marks
2. Any one of the following three subjects:					
(a) Engineering, Science (Mech. & Elect.) — Mechanical & Electrical Engineering Drawing	40	2 hours	20 Marks	20 Marks 20 Marks	} 100 Marks
(b) Engineering, Science (Elec. & Radio) — Electrical & Radio Engineering	40	2 hours	30 Marks	30 Marks (2 Journals)	
(c) Engineering, Science (Civil) — (Surveying & Building Construction)	40	2 hours	30 Marks (Only Sur- veying)	30 Marks	} 100 Marks
Civil Engg. Drawing					

Branch 3: *Commerce (Two)*

1. (a) Elements of Book-keeping (Question Paper I)	75				} 200 Marks
(b) Elements of Commerce (Question Paper II)	75				
2. Typewriting (English or Marathi)			50		

Branch 4: *Agriculture (Two)*

1. Soil Tillage & Crop Husbandry (Question Paper I)	50		25	25	100 Marks
2. Horticulture & Animal Husbandry (Question Paper II)	50		25	25	100 Marks

Branch 5: *Fine Arts (One) Theory and Practical—100 Marks each*

Any one of the following:

	Theory	Practical	Total
(1) Drawing and Painting (History & Appreciation of Art and Practical)	100	100	200 Marks
(2) Indian Music	100	100	200 Marks
(3) European Music			
(i) Rudiments of Music	40	} 100	200 Marks
(ii) Harmony and History	60		
(4) Dancing	100	100	200 Marks

Branch 6: *Industrial Crafts (One) Theory and Practical —*
100 Marks each

	Theory	Practical	Total
Any one of the following:			
(1) Workshop Technology (Metal Fitting)	100	100	200 Marks
(2) Tailoring & Cutting	100	100	200 Marks
(3) Embroidery & Needle Work	100	100	200 Marks
(4) Plastic Technology	100	100	200 Marks
(5) Cane and Bamboo Work	100	100	200 Marks
(6) Clay Modelling leading to Pottery	100	100	200 Marks
(7) Wood Work	100	100	200 Marks
(8) Typography	100	100	200 Marks
(9) Radio Engineering and Servicing	100	100	200 Marks
(10) Junior Chemical Technology	100	100	200 Marks
(11) Hand Made Paper Making	100	100	200 Marks
(12) Fisheries	100	100	200 Marks
(13) (i) Textile Technology — (Weaving Power)	40	60	200 Marks
(ii) Textile Technology —			
(a) Dyeing and Bleaching	40		
(b) Engineering Drawing, Journal & Sheets	20	40	

Note:—The question paper of 100 marks will have duration of 3 hours, the question papers of 60 and 75 marks will have duration of 2½ hours and that of 40 marks will have duration of 2 hours.

III. For School Certificate Examination (Two)

- (2) Physical Education
- (2) One of the following
- (i) Social Service
 - (ii) Scouting/Guiding
 - (iii) N.C.C.

Note:—

(i) The question paper in Composite Syllabus subjects will be of 1½ hours duration and will carry 50 marks.

(ii) The Question papers in the three language Subjects will be set as per the level expected in the respective language.

(iii) Practical Examinations will be conducted by the Board.

(iv) The candidates studying in Stds. VIII-X in Secondary Schools and who are cadets of Sea Cadet Corps shall be exempted from undergoing the N.C.C. Course on production of a certificate from the Association concerned regarding satisfactory completion of the course.

(v) The cases arising out of the offering of wrong combination of subjects shall be decided by the State Board on the merit of each case.

(vi) Notwithstanding anything contained in the above scheme of examination, the Board shall conduct the theory and practical examinations in the core and optional subjects as per the phased programme detailed below:—

- | | |
|--|---|
| a) S.S.C. Examinations March and October, 1976 | 6 core subjects + practical examination in each of the three Science subjects + theory and practical examinations in all the subjects under the Technical Branch + Practical examinations in the subject Work Experience. |
| b) S.S.C. Examinations March and October, 1977 and onwards | 6 core subjects + practical examination in each of the three Science subjects + theory and practical examinations in all the subjects under the Technical Branch + Practical examination in the subject Work Experience and in all other optional subjects. |

APPENDIX B

(Vide Rule 15)

The final pattern of study of languages from V to X standards

Medium of the School	Std. V.	Std. VI.	Std. VII.	Std. VIII.	Std. IX.	Std. X.
1. Marathi	(i) Marathi (ii) Hindi	(i) Marathi (ii) Hindi	(i) Marathi (ii) Hindi	(i) Marathi (ii) Hindi or Hindi-Sanskrit	(i) Marathi (ii) Hindi or Hindi-Sanskrit	(i) Marathi (ii) Hindi or Hindi-Sanskrit
	(iii) English 1972-73	(iii) English 1973-74	(iii) English 1974-75	(iii) English 1972-73	(iii) English 1973-74	(iii) English 1974-75
2. English	(i) English (ii) Hindi	(i) English (ii) Hindi (iii) Marathi 1972-73	(i) English (ii) Hindi (iii) Marathi 1972-73	(i) English (ii) Hindi (iii) Marathi 1972-73	(i) English (ii) Hindi (iii) Marathi or a Modern Indian or a Modern European language or any classical language	(i) English (ii) Hindi (iii) Marathi or a Modern Indian or a Modern European language or any classical language

Medium of the School	Std. V.	Std. VI.	Std. VII.	Std. VIII.	Std. IX.	Std. X.
3. English medium students whose mother-tongue is however, not English and who want facility to study their mother-tongue such as Telugu, Bengali, etc.	(i) English (ii) Hindi (iii) Mother-tongue	(i) English (ii) Marathi-Hindi 1972-73 (iii) Mother-tongue	(i) English (ii) Marathi-Hindi 1972-73 (iii) Mother-tongue	(i) English (ii) Marathi-Hindi 1972-73 (iii) Mother-tongue	(i) English (ii) Hindi or Hindi-Marathi or Hindi-Sanskrit (iii) Mother-tongue	(i) English (ii) Hindi or Hindi-Marathi or Hindi-Sanskrit (iii) Mother-tongue
4. Urdu	(i) Urdu (ii) Hindi or Marathi 1972-73 (iii) English 1972-73	(i) Urdu (ii) Marathi-Hindi 1972-73 (iii) English 1973-74 or (i) Urdu (ii) Marathi 1972-73 (iii) Hindi (iv) English 1973-74	(i) Urdu (ii) Marathi-Hindi 1972-73 (iii) English 1974-75 or (i) Urdu (ii) Marathi 1972-73 (iii) Hindi (iv) English 1974-75	(i) Urdu (ii) Marathi-Hindi 1972-73 (iii) English 1972-73 or (i) Urdu (ii) Marathi 1972-73 (iii) Hindi (iv) English 1972-73	(i) Urdu (ii) Marathi-Hindi or Hindi or (Marathi) (iii) English 1973-74	(i) Urdu (ii) Marathi-Hindi or Hindi or (Marathi) (iii) English 1974-75
5. Hindi	(i) Hindi (ii) English 1972-73	(i) Hindi (ii) English 1973-74 (iii) Marathi 1972-73	(i) Hindi (ii) English 1974-75 (iii) Marathi 1972-73	(i) Hindi (ii) English 1972-73 (iii) Marathi 1972-73	(i) Hindi (ii) English 1973-74 (iii) Marathi or a Modern Indian or a Modern European language or any classical language	(i) Hindi (ii) English 1974-75 (iii) Marathi or a Modern Indian or a Modern European language or any classical language
6. Gujarati Sindhi, Kan-nada etc.	(i) Gujarati etc. (ii) Hindi (iii) English 1972-73	(i) Gujarati etc. (ii) Marathi-Hindi 1972-73 (iii) English 1973-74	(i) Gujarati etc. (ii) Marathi-Hindi 1972-73 (iii) English 1974-75	(i) Gujarati etc. (ii) Marathi-Hindi 1972-73 (iii) English 1972-73	(i) Gujarati etc. (ii) Hindi or Marathi or (Hindi-Sanskrit) (iii) English 1973-74	(i) Gujarati etc. (ii) Hindi or Marathi or (Hindi-Sanskrit) (iii) English 1974-75
7. Hindi medium students whose mother-tongue is however not Hindi and who want facility to study their mother-tongue such as Bengali, Telugu, etc.	(i) Hindi (ii) English (iii) Mother-tongue	(i) Hindi (ii) English (iii) Marathi 1972-73 (iv) Mother-tongue	(i) Hindi (ii) English (iii) Marathi 1972-73 (iv) Mother-tongue	(i) Hindi (ii) English (iii) Marathi 1972-73 (iv) Mother-tongue	(i) Hindi (ii) English (iii) Marathi or a Modern Indian or a Modern European language or any classical language	(i) Hindi (ii) English (iii) Marathi or a Modern Indian or a Modern European language or any classical language

Note: Under item Nos. 6 and 7 in the statement above, a candidate shall be permitted to offer as a first language either his/her mother-tongue or the medium of instruction.

Head of Account Expenditure 7			Actual Expenditure during three preceding years			Remarks 13
	8	9	10	11	12	
A — Recurring Expenditure						
(1) Establishment charges pay and Allowances:						
(a) Regular staff						
(b) Seasonal staff.						
(2) Travelling Allowances for:						
(a) Officers of the Board						
(b) Members of the Board and Committees of the Board.						
(3) Printing, stores and Stationery for the Office.						
(4) Postage, Telegram for the Office.						
(5) Rent and other Charges.						
(6) Sumptuary Allowances.						
(7) Miscellaneous contingent Expenditure.						
(8) Examination Expenditure:						
(a) Printing Stationery and store						
(b) Postage and Telegram charges						
(c) Miscellaneous Centre, Expenditure						
(d) Scholarships and Prizes.						
(e) Remuneration and Travelling Allowances to:						
(1) Examiners						
(2) Paper Setters						
(3) Moderators						
(4) Scrutinizers						
(5) Conductors and Supervisors.						
Total — Examination						
Expenditure (a) to (e)						
Total of Recurring Expenditure (1) to (8).						
B — Non-Recurring						
(9) Office Equipment and Furniture						
(10) Books and periodicals for Board's Library						
(11) Land and Buildings						
Total of Non-Recurring						
Expenditure						
C — Closing Balance						
(a) Cash in Hand						
(b) Cash in Bank						
(c) Cash in Transit						
(d) Investments						
Total						
D — Grand Total of Expenditure A+B+C						

By order and in the name of the Administrator of Goa, Daman and Diu.

N. Rajshekhar, Under Secretary (Education).

Panaji, 25th November, 1975.